

Bastrop, TX City Council Meeting Agenda
Bastrop Convention Center | 1408 Chestnut Street
Bastrop, Texas 78602
(512) 332-8800



March 11, 2025

Regular City Council Meeting at 5:30 PM

City of Bastrop City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

The City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

PLEASE NOTE: ANYONE IN ATTENDANCE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING. ALTERNATELY, IF YOU ARE UNABLE TO ATTEND THE COUNCIL MEETING, YOU MAY COMPLETE A CITIZEN COMMENT FORM WITH YOUR COMMENTS AT CITYOFBASTROP.ORG/CITIZENCOMMENT AT LEAST TWO HOURS BEFORE THE MEETING STARTS ON THE REQUESTED DATE. COMMENTS SUBMITTED BY THIS TIME WILL BE GIVEN TO THE CITY COUNCIL DURING THE MEETING AND INCLUDED IN THE PUBLIC RECORD, BUT NOT READ ALOUD. COMMENTS FROM EACH INDIVIDUAL IN ATTENDANCE WILL BE LIMITED TO THREE (3) MINUTES.

1. CALL TO ORDER

2. EXECUTIVE SESSION

2A. City Council shall convene into a closed executive session pursuant to Texas Government Code Section 551.071 and Section 551.072 to seek the advice of legal counsel and to deliberate regarding the proposed real estate acquisition of an easement located in the future Agnes Street location.

2B. City Council shall convene into a closed executive session pursuant to Texas Government Code Section 551.071 and Section 551.151 to seek the advice of legal counsel regarding an economic development agreement with Burleson East, LLC.

2C. City Council shall convene into a closed executive session pursuant to Texas Government Code Section 551.071 and Section 551.072 to seek the advice of legal counsel and to deliberate regarding the Valverde Subdivision Development and associated fees.

3. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION

4. PLEDGE OF ALLEGIANCE - Davey LaFuente and Devyn LaFuente, Sixth Graders from Bastrop Intermediate School

TEXAS PLEDGE OF ALLEGIANCE - *Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

5. INVOCATION - Dale Burke, City of Bastrop Police Chaplain

6. PRESENTATIONS

6A. Mayor Pro Tem's Report

6B. Council Members' Report

6C. City Manager's Report

- 1) March 22 Citywide Cleanup
- 2) Mayor's Race - Position on the Ballot
- 3) Council Race - Position on the Ballot
- 4) Historic Bridge Update
- 5) Northend Prairie Update
- 6) 1005 Pecan Update

6D. Receive the Annual Racial Profiling Presentation from the City of Bastrop Police Department.

Submitted by: Vicky Steffanic, Chief of Police

7. FINANCIAL TRANSPARENCY AND BUDGET PREPARATION

7A. Review and discuss the Bastrop Public Library and the Streets and Drainage Fund.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

8. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a citizen comment form with your comments at www.cityofbastrop.org/citizencommentform at least two hours before the meeting starts on the requested date. Comments submitted by this time will be given to the City Council during the meeting and included in the public record, but not read aloud. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific

factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.

9. CONSENT AGENDA

The following may be acted upon in one motion. A Council Member or a citizen may request items be removed from the Consent Agenda for individual consideration.

[9A.](#) Consider and act on the second reading of Ordinance No. 2025-23, repealing the 2019 Amendment to Chapter 5 of the Transportation Master Plan, as attached in Exhibit A; replacing with 2017 Chapter 5 of the Transportation Master Plan and amending, as attached in Exhibit B.

Submitted by: Andres Rosales, Assistant City Manager

[9B.](#) Consider and act on the second reading of Ordinance No. 2025-24, amending the Bastrop Code of Ordinances Chapter 14, the Bastrop Building Block (B3) Code, by removing all references to the Mandatory Street Network and the Gridded Street Network; and establishing standards and procedures; as shown in Exhibit A.

Submitted by: Andres Rosales, Assistant City Manager

[9C.](#) Consider and act on the second reading of Ordinance No. 2025-25, amending the Code of Ordinances related to Chapter 14, the B3 Technical Manual, by removing all references to the Mandatory Street Network and the Gridded Network; as shown in Exhibit A.

Submitted by: Andres Rosales, Assistant City Manager

[9D.](#) Consider and act on the second reading of Ordinance No. 2025-26, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, by removing duplexes as an allowable building type in P2 and P3.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

[9E.](#) Consider and act on the second reading of Ordinance No. 2025-22, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Build-to-Line standards in P2 and P3, and adopting a First Layer Setback in P2 and P3.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

[9F.](#) Consider and act on the second reading of Ordinance No. 2025-21, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Minimum Lot Sizes in P2 and P3.

Submitted by: Sylvia Carrillo-Trevino, CM, ICMA-CM, CPM

[9G.](#) Consider and act on the second reading of Ordinance No. 2025-19, amending the Bastrop Code of Ordinances, Chapter 10 – Subdivisions, by enacting Article 10.01 titled “Parkland Dedication and Park Enrichment Fund,” Sections 10.01.001 – 10.01.014.

Submitted by: Viviana Nicole Andres, Assistant to the City Manager

[9H.](#) Consider and act on the second reading of Ordinance No. 2025-16, adopting the Master Fee Schedule; repealing the Appendix A “Fee Schedule” of the Code of Ordinance; amending certain fees and establishing cost and fees charged by the City of Bastrop; providing for a penalty for a violation of Chapter 1 Article 1.01 Section 1.01.009 of the City Code of Ordinances.

Submitted by: Andres Rosales, Assistant City Manager

[9I.](#) Consider and act on the second reading of Ordinance 2025-08, updating and amending Bastrop Code of Ordinances, Chapter 10, Article 10.02, entitled “Impact Fees”, amending impact fees for water and wastewater utilities, and providing for an effective date.

Submitted by: Sylvia Carrillo- Trevino, ICMA-CM, CPM, City Manager

[9J.](#) Consider and act on the second reading of Ordinance No. 2025-06 amending Chapter 15, Article 15.01 “Cemeteries” of the Bastrop Code of Ordinances; and Appendix A “Fee Schedule,” Article A15.01 “Fairview Cemetery” to reflect an increase in fees for the purchase of cemetery plots, burial open/close fees, and establishing a price for columbarium niches.

Submitted by: Laura Allen, Assistant Finance Director

[9K.](#) Consider and act on the second reading of Ordinance No. 2025-18, adopting a local property tax exemption for qualifying child-care facilities, as defined by Texas Tax Code 11.36, and amending Chapter 11 “Taxation” of the Bastrop Code of Ordinances, by adding Article 11.05 “Child-care Facility Exemption”.

Submitted by: Andres Rosales, Assistant City Manager

[9L.](#) Consider and act on the second reading of Ordinance 2025-15, amending the Bastrop Code of Ordinances, Chapter 1 "General Provisions", Article 1.20 "Uniformity of Requirements", amending Section 1.20.015 Appeal of Board of Adjustment to Appeal of City Council, Amending subsection (a) and (c), removing subsection (b) and (d).

Submitted by: Andres Rosales, Assistant City Manager

[9M.](#) Consider and act on the second reading of Ordinance No. 2025-20, amending Section 1.04.002 Membership, terms of the Code of Ordinances to remove any elected official from appointed boards or commissions when their term ends either by election or resignation.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

[9N.](#) Consider and act on the first reading of Ordinance No. 2025-31, authorizing the appointment of Caroline A. McClimon, JD, as Presiding Municipal Judge of the City of Bastrop Municipal Court; and appointing said Judge for a 2-year term effective March 11, 2025; and move to include on the March 25, 2025, Consent Agenda for second reading.

Submitted by: Andres Rosales, Assistant City Manager

9O. Consider and act to approve the following Bastrop City Council meeting minutes:

1. Tuesday, February 25, 2025, Regular Meeting; and
2. Tuesday, March 4, 2025, Special Meeting.

Submitted by: Victoria Psencik, Assistant City Secretary

9P. Consider and act on Resolution No. R-2025-63, authorizing the City of Bastrop to accept a grant from the Office of the Governor (OOG) for twenty-six thousand, two hundred sixty-seven dollars and fifty cents (\$26,267.50) for 10 (ten) rifle resistant ballistic shields with no matching funds from the City of Bastrop; authorizing the Chief of Police as the grantee's authorized official.

Submitted by: Vicky Steffanic, Chief of Police

9Q. Consider and act on Resolution No. R-2025-17, regarding an amendment to the Master CCN Transfer Agreement between the City of Bastrop and Aqua Water Supply Corporation for the transfer of the Aqua WSC CCN to the City of Bastrop for the Valverde Development.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

9R. Consider and act on Resolution No. R-2025-62, approving a Public Improvement Plan Agreement with PRC 01 Bastrop LLC for Sendero Phase 1, as attached in Exhibit A.

Submitted by: Andres Rosales, Assistant City Manager

9S. Consider and act on Resolution No. R-2025-59, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1 Major Tract, as attached in Exhibit A.

Submitted by: Andres Rosales, Assistant City Manager

9T. Consider and act on Resolution No. R-2025-60, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1, Section 2, as attached in Exhibit A.

Submitted by: Andres Rosales, Assistant City Manager

9U. Consider and act on Resolution No. R-2025-61, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1 Section 3 and 4, as attached in Exhibit A.

Submitted by: Andres Rosales, Assistant City Manager

10. ITEMS FOR INDIVIDUAL CONSIDERATION

10A. A. Consider and act on the second reading of Ordinance No. 2025-29, authorizing the appointment of Jay Caballero as Associate Municipal Judge of the City of Bastrop Municipal Court; to complete an unexpired term ending on June 19, 2025; and reappointing said Judge for an additional 2-year term effective June 20, 2025.

B. Swearing Oath of Office of Incoming Associate Judge Jay Caballero by The Honorable Chris Duggan, State District Judge, District 423

Submitted by: Andres Rosales, Assistant City Manager

10B. Consider and act on Resolution No. 2025-56, approving the Bastrop Public Library Public Information Policy.

Submitted by: Bonnie Pierson, Library Director

10C. **TABLED 3/4/2025** - Conduct a public hearing, consider, and act on the first reading of Ordinance No. 2025-28, amending the Master Fee Schedule for tree mitigation fees and amending the Code of Ordinances Chapter 1 "General Provisions", adding Section 1.13.05 "Trees on Private Property"; amending the Bastrop Building Block (B3) Code, Section 6.3.004 "Protected & Heritage Trees, adding subsection (j) Administrative Decision; establishing fees and the penalty for violation, and move to include on the March 25, 2025 Consent Agenda for the second reading.

Submitted by: James E. Cowey, Director of Development Services

10D. Consider and act on Ordinance No 2025- 30 amending the FY 2024-25 budget by reducing the Hotel Occupancy Tax (HOT) Reserve amount by \$350,000 and increasing the Hotel Occupancy Tax (HOT) Fund operating expenses by \$350,000.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

10E. Consider and act on Resolution No 2025-64 creating a \$2,500 spending limit for Council Travel and Training.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

11. ADJOURNMENT

All items on the agenda are eligible for discussion and action unless specifically stated otherwise.

The Bastrop City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development), and §551.086 (Competitive Matters regarding Electric Utility).

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, March 7, 2025 at 6:30 p.m. and remained posted for at least two hours after said meeting was convened.

Victoria Psencik, Assistant City Secretary



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Mayor Pro Tem's Report

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Council Members' Report

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

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- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

City Manager's Report

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

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- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
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- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: March 11th, 2025

TITLE:

Receive Annual Racial Profiling Presentation from the City of Bastrop Police Department.

AGENDA ITEM SUBMITTED BY:

Submitted by: Vicky Steffanic, Chief of Police

BACKGROUND/HISTORY:

The City of Bastrop Police Department previously and is currently, contracting with Alex del Carman Ph.D. of Del Carmen Consulting to assist in the review and analysis of the department's annual racial profiling report.

The Texas Legislature, with the intent of addressing the issue of racial profiling in policing, enacted in 2001, the Texas Racial Profiling Law. During the past year, the City of Bastrop Police Department, in accordance with the law, has collected and reported traffic and motor vehicle-related contact data for the purpose of identifying and addressing (if necessary) areas of concern regarding racial profiling practices. In the 2009 Texas legislative session, the Racial Profiling Law was modified, and additional requirements were implemented. Moreover, in 2017, the Sandra Bland Act was passed and signed into law (along with HB 3051 which introduced new racial and ethnic designations). The Sandra Bland Law requires that law enforcement agencies in the state collect additional data and provide a more detailed analysis. All these requirements have been met by the Bastrop Police Department and are included in this report. This report includes statistical data relevant to contacts (as defined by the law) which were made during motor vehicle stops that took place between 1/1/24 and 12/31/24.

In accordance with Texas Code of Criminal Procedure, Article 2.134 "Compilation and Analysis of Information Collected", the chief administrator of a local law enforcement agency shall provide a Racial Profiling Report to the municipal governing body for the incident-based data compiled during the previous year no later than March 1st of each year. The City of Bastrop Police Department Policy & Procedure Manual, Section 2.2 "Bias Based Policing" also requires that a Racial Profiling Report is reported to the City Council annually.

FISCAL IMPACT:

NA

RECOMMENDATION:

NA

ATTACHMENTS:

1. Power Point Presentation
2. 2024 City of Bastrop Police Department Racial Profiling Report (Del Carmen Consulting)

2024

City of Bastrop Police Department Racial Profiling Report



*"The Sole Reason We Exist Is To Serve the
Citizens of Bastrop"*



Overview

On September 1st, 2001, Senate Bill 1074 was enacted and created what has become to be known as the Racial Profiling Law.

Each year, the chief administrator of a law enforcement agency is required to submit an annual report, as outlined by state law, to the Texas Commission on Law Enforcement and to our City Council.

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Citizens of Bastrop"*



Overview

In 2024, the City of Bastrop Police Department conducted **3667** traffic stops. The traffic stops resulted in either:

- a warning being issued
- a citation being issued
- a warning being issued / with arrest
- a citation being issued / with arrest

Traffic Stops

- Gender -

"The Sole Reason We Exist Is To Serve the Citizens of Bastrop"



Number of Stops	Gender	Percentage of Stops
1381	Female	37.66%
2286	Male	62.34%

3,667 Total Traffic Stops
Conducted in 2024

Traffic Stops

- Race / Ethnicity Known -

"The Sole Reason We Exist Is To Serve the Citizens of Bastrop"



Item 6D.

Number of Stops	Race / Ethnicity Known Prior to Stop	Percentage of Stops
11	Yes	0.29%
3656	No	99.7%

3,667 Total Traffic Stops conducted in 2024

Traffic Stops

- Race -

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Number of Stops	Race / Ethnicity	Percentage of Stops
28	Alaska Native Native American	0.76%
69	Asian Pacific Islander	1.88%
435	Black	11.86%
1254	Hispanic / Latino	34.19%
1881	White	51.29%

3,667 Total Traffic Stops conducted in 2024

Traffic Stops

- Resident-

"The Sole Reason We Exist Is To Serve the Citizens of Bastrop"



Number of Stops	Area	Percentage of Stops
1403	78602 (County or City)	38.26%
2264	Non-Residents	61.739%

3,667 Total Traffic Stops conducted in 2024

Traffic Stops

- Reasons -

"The Sole Reason We Exist Is To Serve the Citizens of Bastrop"



Number of Stops	Reason for the Stop	Percentage of Stops
1955	Moving Traffic Violation	53.31%
30	Pre-Existing Knowledge	0.81%
1626	Vehicle Traffic Violation	44.34%
56	Violation of Law	1.52%

Examples:

- Moving Traffic Violation - Speeding
- Pre-existing knowledge - Use of Portable electronic device
- Vehicle traffic violation - Defective Head Lamp
- Violation of law - Display Expired Registration

Traffic Stops

- Searches -

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Number of Stops	Search Conducted	Percentage of Stops
133	Yes	3.62%
3534	No	96.37%

3,667 Total Traffic Stops conducted in 2024

Traffic Stops

- Search / Contraband-

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Number of Stops	Contraband Discovered	Percentage of Searches
114	Yes	85.71%
19	No	14.28%

Of the 133 vehicles searched.
3,667 Total Traffic Stops conducted in 2024

Traffic Stops

- Searches types of contraband

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Citizens of Bastrop"*



Number	Description of Contraband
25	Alcohol
89	Drugs
5	Other
3	Currency
5	Weapons / Stolen Property

3,667 Total Traffic Stops conducted in 2024.

*"The Sole Reason We Exist Is To Serve the
Citizens of Bastrop"*



Of the 3667 traffic stops conducted the city of Bastrop Police Department had **zero** uses of physical force that resulted in bodily injury.

Our department received **zero** racial profiling complaints in 2024.

3,667 Total Traffic Stops conducted in 2024

Compliments / Complaints

*"The Sole Reason We Exist Is To Serve the
Citizens of Bastrop"*



Compliments or Complaints can be made:

online : cityofbastrop.org/page/police.home

in person: at the City of Bastrop Police Department

NEW: Requests for traffic enforcement can also be made online

All feedback on our customer service is welcomed!

3,667 Total Traffic Stops conducted in 2024



City of Bastrop, TX
Library

	FY2020-2021 Budgeted	FY2020-2021 Actuals	FY2021-2022 Budgeted	FY2021-2022 Actuals	FY2022-2023 Budgeted	FY2022-2023 Actuals	FY2023-2024 Budgeted	FY2023-2024 Actuals	FY2024-2025 Budgeted	FY2024-2025 Actuals
General Fund Revenue										
101-00-00-4048 LIBRARY FEES	\$ 31,600.00	\$ 32,770.47	\$ 31,600.00	\$ 33,964.00	\$ 30,000.00	\$ 35,763.80	\$ 25,000.00	\$ 38,987.33	\$ 25,000.00	\$ 15,142.00
101-00-00-4076 LIBRARY RECEIPTS	\$ 16,000.00	\$ 9,895.49	\$ 16,000.00	\$ 12,612.01	\$ 13,500.00	\$ 11,504.45	\$ 11,000.00	\$ 13,697.88	\$ 11,000.00	\$ 5,711.84
101-00-00-4416 LIBRARY GRANT FUNDING	\$ 9,926.00	\$ 18,457.76	\$ 9,926.00	\$ 7,787.52	\$ 9,926.00	\$ 10,180.00	\$ 9,926.00	\$ 7,584.50	\$ 7,700.00	\$ 3,840.00
Total Revenue	\$ 57,526.00	\$ 61,123.72	\$ 57,526.00	\$ 54,363.53	\$ 53,426.00	\$ 57,448.25	\$ 45,926.00	\$ 60,269.71	\$ 43,700.00	\$ 24,693.84

General Fund Expenditures

Division: 21 - Library

101-21-00-5101 OPERATIONAL SALARIES	\$ 385,157.00	\$ 376,135.43	\$ 388,465.50	\$ 354,962.54	\$ 469,554.00	\$ 464,072.22	\$ 493,930.00	\$ 488,389.51	\$ 587,500.00	\$ 232,042.48
101-21-00-5116 LONGEVITY	\$ 2,787.00	\$ 2,981.50	\$ 3,937.50	\$ 3,383.75	\$ 3,960.00	\$ 5,121.27	\$ 5,700.00	\$ 4,894.30	\$ 4,140.00	\$ 3,763.75
101-21-00-5117 OVERTIME	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ -	\$ -
101-21-00-5150 SOCIAL SECURITY	\$ 33,461.00	\$ 27,433.07	\$ 30,137.00	\$ 27,073.13	\$ 35,920.00	\$ 35,084.91	\$ 40,546.00	\$ 37,338.99	\$ 45,000.00	\$ 17,754.97
101-21-00-5151 RETIREMENT	\$ 48,207.00	\$ 41,632.67	\$ 42,828.00	\$ 39,155.56	\$ 63,342.00	\$ 55,178.44	\$ 63,954.00	\$ 60,319.81	\$ 73,800.00	\$ 32,537.70
101-21-00-5155 GROUP INSURANCE	\$ 80,350.00	\$ 72,560.64	\$ 82,229.00	\$ 63,255.58	\$ 102,342.00	\$ 81,638.99	\$ 72,870.84	\$ 72,290.73	\$ 98,000.66	\$ 36,316.23
101-21-00-5156 WORKERS COMPENSATION	\$ 1,265.00	\$ 1,272.34	\$ 1,088.00	\$ 1,282.68	\$ 1,400.00	\$ 1,688.48	\$ 1,400.00	\$ 3,655.84	\$ 3,231.00	\$ 643.94
101-21-00-5201 SUPPLIES	\$ 18,000.00	\$ 18,414.31	\$ 17,972.00	\$ 17,080.43	\$ 20,437.00	\$ 20,636.53	\$ 25,817.00	\$ 23,997.93	\$ 23,675.00	\$ 6,187.02
101-21-00-5203 POSTAGE	\$ 1,090.00	\$ 698.51	\$ 1,250.00	\$ 1,724.35	\$ 1,485.00	\$ 1,121.57	\$ 1,867.00	\$ 1,593.95	\$ 1,615.00	\$ 755.66
101-21-00-5206 OFFICE FURNITURE	\$ 1,750.00	\$ 2,110.87	\$ -	\$ 327.59						
101-21-00-5210 SMALL EQUIPMENT	\$ 2,520.00	\$ 2,494.41								
101-21-00-5231 BOOKS	\$ 41,560.00	\$ 41,610.18	\$ 42,710.00	\$ 42,304.81	\$ 45,400.00	\$ 45,347.73	\$ 51,438.91	\$ 51,871.30	\$ 50,500.00	\$ 24,062.88
101-21-00-5232 AUDIO VISUALS	\$ 9,000.00	\$ 8,534.83	\$ 9,000.00	\$ 8,275.77	\$ 7,600.00	\$ 7,631.22	\$ 5,463.00	\$ 5,460.44	\$ 7,000.00	\$ 1,703.72
101-21-00-5242 LIBRARY GRANT'S							\$ -	\$ 2,500.00		
101-21-00-5302 BOOK MAINTENANCE	\$ 2,000.00	\$ 1,943.14	\$ 1,972.00	\$ 1,900.30	\$ 1,497.00	\$ 1,496.47	\$ 1,550.00	\$ 1,550.00	\$ 1,700.00	
101-21-00-5320 EQUIPMENT MAINTENANCE	\$ 380.00	\$ 374.25	\$ 280.00	\$ 165.00	\$ 877.00	\$ 998.43	\$ -	\$ 3,500.00	\$ 490.00	
101-21-00-5325 COMPUTER MAINTENANCE	\$ 3,074.00	\$ 3,074.00	\$ 3,286.00	\$ 3,285.20	\$ 3,503.00	\$ 3,502.10	\$ 3,721.00	\$ 3,720.34	\$ 4,110.00	\$ 2,779.00
101-21-00-5345 BUILDING MAINTENANCE	\$ 450.00	\$ 413.57	\$ 400.00	\$ -	\$ 1,330.00	\$ 1,033.78	\$ 840.00	\$ 805.42	\$ 500.00	\$ 75.00
101-21-00-5401 COMMUNICATION	\$ 13,500.00	\$ 11,715.24	\$ 16,920.00	\$ 12,699.14	\$ 18,640.00	\$ 18,061.87	\$ 18,640.00	\$ 15,994.00	\$ 19,020.00	\$ 5,492.68
101-21-00-5403 UTILITIES	\$ 15,500.00	\$ 14,364.17	\$ 15,500.00	\$ 14,419.55	\$ 16,100.00	\$ 16,569.90	\$ 16,100.00	\$ 15,193.18	\$ 17,000.00	\$ 5,188.87
101-21-00-5505 PROFESSIONAL SERVICES	\$ -	\$ -	\$ 3,750.00	\$ 3,650.00	\$ 1,332.00	\$ 1,332.00	\$ 1,175.00	\$ 1,175.00	\$ 2,100.00	\$ 475.00
101-21-00-5507 CREDIT CARD PROCESSING FEES	\$ -	\$ 1,555.08	\$ 2,500.00	\$ 2,144.97	\$ 2,500.00	\$ 3,075.58	\$ 2,500.00	\$ 2,028.16	\$ 2,500.00	\$ 334.29
101-21-00-5533 LIBRARY AUTOMATION	\$ 4,500.00	\$ 2,986.00	\$ 3,405.00	\$ 3,405.00	\$ 3,693.00	\$ 3,693.00	\$ 4,293.00	\$ 4,293.00	\$ 4,500.00	\$ 4,310.00
101-21-00-5570 EQUIPMENT RENTAL	\$ 4,770.00	\$ 4,553.00	\$ 5,970.00	\$ 5,627.07	\$ 5,109.00	\$ 4,918.73	\$ 6,390.00	\$ 7,100.01	\$ 6,865.00	\$ 2,791.80
101-21-00-5601 ADVERTISING	\$ 1,230.00	\$ 988.00	\$ 1,250.00	\$ 1,250.00	\$ 1,039.00	\$ 1,038.46	\$ 1,229.00	\$ 555.72	\$ 2,425.00	\$ 1,109.24
101-21-00-5605 TRAVEL & TRAINING	\$ 1,300.00	\$ 1,200.01	\$ 1,137.00	\$ 1,146.47	\$ 1,679.00	\$ 1,778.09	\$ 2,620.00	\$ 2,635.96	\$ 3,340.00	\$ 248.08
101-21-00-5615 DUES, SUBSCRIPTIONS & PUB	\$ 5,500.00	\$ 5,490.95	\$ 4,988.00	\$ 4,960.09	\$ 5,496.00	\$ 4,991.13	\$ 7,870.00	\$ 5,805.00	\$ 9,495.00	\$ 5,099.82
101-21-00-5680 OVER/SHORT	\$ 25.00	\$ (0.04)	\$ 25.00	\$ (0.20)	\$ 25.00	\$ 12.98	\$ 25.00	\$ -	\$ 25.00	
101-21-00-6010 EQUIPMENT	\$ 4,200.00	\$ -								
101-21-00-6015 COMPUTER EQUIPMENT	\$ 16,216.00	\$ -								
Total Expenses	\$ 698,392.00	\$ 644,536.13	\$ 681,600.00	\$ 613,478.78	\$ 814,860.00	\$ 780,023.88	\$ 830,539.75	\$ 816,668.59	\$ 968,531.66	\$ 383,672.13

FTE's

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City of Bastrop, TX
Public Works

	FY2020-2021 Budgeted	FY2020-2021 Actuals	FY2021-2022 Budgeted	FY2021-2022 Actuals	FY2022-2023 Budgeted	FY2022-2023 Actuals	FY2023-2024 Budgeted	FY2023-2024 Actuals	FY2024-2025 Budgeted	FY2024-2025 Actuals
General Fund Expenditures										
Division: 18 - Public Works										
101-18-15-5101	OPERATIONAL SALARIES	\$ 489,377.00	\$ 464,944.34	\$ 497,485.77	\$ 435,713.23	\$ 627,168.00	\$ 534,911.51	\$ 654,789.00	\$ 6,657,925.59	
101-18-15-5116	LONGEVITY	\$ 3,534.00	\$ 3,441.00	\$ 4,090.00	\$ 4,050.00	\$ 5,100.00	\$ 4,958.33	\$ 5,700.00	\$ 3,320.00	
101-18-15-5117	OVERTIME	\$ 18,885.00	\$ 12,124.11	\$ 10,500.00	\$ 12,099.02	\$ 10,500.00	\$ 17,178.39	\$ 10,500.00	\$ 23,311.29	
101-18-15-5150	SOCIAL SECURITY	\$ 38,145.00	\$ 36,438.42	\$ 39,228.50	\$ 33,528.66	\$ 49,892.00	\$ 41,898.96	\$ 55,034.00	\$ 51,947.30	
101-18-15-5151	RETIREMENT	\$ 57,760.00	\$ 54,870.84	\$ 59,350.00	\$ 52,481.32	\$ 81,586.00	\$ 70,304.16	\$ 85,348.00	\$ 91,674.14	
101-18-15-5155	GROUP INSURANCE	\$ 107,133.00	\$ 87,635.58	\$ 114,405.00	\$ 84,453.03	\$ 132,881.00	\$ 96,944.82	\$ 117,815.00	\$ 113,000.58	
101-18-15-5156	WORKERS COMPENSATION	\$ 17,507.00	\$ 17,311.44	\$ 17,006.00	\$ 15,450.36	\$ 22,050.00	\$ 30,257.48	\$ 22,050.00	\$ 17,199.00	
101-18-15-5201	SUPPLIES	\$ 3,050.00	\$ 2,103.30	\$ 2,250.00	\$ 4,549.30	\$ 3,500.00	\$ 3,609.06	\$ 5,900.00	\$ 6,484.31	
101-18-15-5222	EQUIPMENT	\$ 6,900.00	\$ 8,566.27	\$ 7,500.00	\$ 221.54	\$ 7,500.00	\$ 9,735.95	\$ 11,267.00	\$ 11,261.96	
101-18-15-5226	CHEMICALS	\$ 12,830.00	\$ 7,349.07	\$ 17,950.00	\$ 7,902.24	\$ 9,950.00	\$ 10,322.35	\$ 14,883.00	\$ 14,752.47	
101-18-15-5228	SMALL TOOLS	\$ 1,600.00	\$ 1,384.17	\$ 1,600.00	\$ 1,882.47	\$ 1,600.00	\$ 2,074.63	\$ 2,000.00	\$ 1,128.84	
101-18-15-5240	FUEL & LUBE	\$ 23,000.00	\$ 24,977.40	\$ 25,000.00	\$ 33,085.53	\$ 30,000.00	\$ 28,205.38	\$ 36,000.00	\$ 30,606.12	
101-18-15-5246	STREET SIGNS & 911 ADDRESSING	\$ 10,250.00	\$ 8,239.06	\$ 19,200.00	\$ 18,588.65	\$ 13,600.00	\$ 13,582.63	\$ 21,800.00	\$ 21,960.73	
101-18-15-5247	HOT MIX, ASPHALT, GRAVEL	\$ 35,000.00	\$ 29,137.41	\$ 45,000.00	\$ 45,014.64	\$ 34,300.00	\$ 31,663.09	\$ 60,000.00	\$ 58,843.18	
101-18-15-5320	EQUIPMENT MAINTENANCE	\$ 30,000.00	\$ 29,220.10	\$ 30,000.00	\$ 25,165.20	\$ 28,180.00	\$ 145,918.75	\$ 31,695.00	\$ 33,292.30	
101-18-15-5340	VEHICLE MAINTENANCE	\$ 12,000.00	\$ 7,438.44	\$ 10,500.00	\$ 5,958.83	\$ 32,000.00	\$ 31,460.96	\$ 15,883.00	\$ 15,970.33	
101-18-15-5376	SIDEWALKS	\$ 3,500.00	\$ (43.30)	\$ 3,500.00	\$ 253.30	\$ 4,320.00	\$ 4,317.15	\$ 6,005.00	\$ 5,999.98	
101-18-15-5378	DRAINAGE	\$ 30,000.00	\$ 30,992.99	\$ 67,100.00	\$ 22,791.16	\$ 7,500.00	\$ 7,593.74	\$ 2,217.00	\$ 2,211.49	
101-18-15-5384	PARKING LOTS	\$ 4,300.00	\$ 1,710.33	\$ 2,500.00	\$ 5.69	\$ 2,500.00	\$ 2,634.17	\$ 2,500.00	\$ 2,494.77	
101-18-15-5515	UNIFORMS	\$ 13,475.00	\$ 8,241.35	\$ 10,000.00	\$ 7,577.98	\$ 10,000.00	\$ 7,762.48	\$ 11,350.00	\$ 10,207.69	
101-18-15-5570	EQUIPMENT RENTAL	\$ 5,018.00	\$ 4,113.35	\$ 3,500.00		\$ 3,500.00		\$ 100.00		
101-18-15-5594	VEHICLE/EQUIP REPLACEMENT FEE									
101-18-15-5605	TRAVEL & TRAINING					\$ 600.00	\$ 186.81	\$ 200.00	\$ 210.16	
101-18-15-6000	CAPITAL OUTLAY		\$ 5,412.41	\$ 122,075.00	\$ 15,060.14		\$ 68,178.29			
101-18-15-6111	JASPER NEWTON DRNG IMPROV		\$ 330.00							
101-18-15-6112	PINE ST DRNG IMPROV		\$ 185.62							
101-18-15-6113	PW DETENTION POND REHAB				\$ 15,977.19		\$ 2,334.00			
	Total Expenses	\$ 923,264.00	\$ 846,123.70	\$ 1,109,740.27	\$ 841,809.48	\$ 1,118,227.00	\$ 1,166,033.09	\$ 1,173,036.00	\$ 7,173,802.23	\$ -
FTE's		11		11		13		14		



City of Bastrop, TX
Public Works

	FY2020-2021 Budgeted	FY2020-2021 Actuals	FY2021-2022 Budgeted	FY2021-2022 Actuals	FY2022-2023 Budgeted	FY2022-2023 Actuals	FY2023-2024 Budgeted	FY2023-2024 Actuals	FY2024-2025 Budgeted	FY2024-2025 Actuals
Street Maintenance Fund Revenue										
110-00-00-4006							\$ 1,393,153.00	\$ 1,861,585.69	\$ 2,925,000.00	\$ 1,242,569.62
110-00-00-4400	\$ 3,000.00	\$ 8,925.32	\$ 3,000.00	\$ 5,220.47	\$ 3,500.00	\$ 3,107.91	\$ 10,000.00	\$ 79,887.57	\$ 50,000.00	\$ 44,183.58
110-00-00-4510						\$ 55,325.65		\$ 64,094.90	\$ 64,000.00	
110-00-00-4738	\$ 1,021,000.00	\$ 1,021,000.00								
110-18-00-4701					\$ 800,000.00	\$ 800,000.04	\$ 800,000.00	\$ 800,000.04		
Total Revenue	\$ 1,024,000.00	\$ 1,029,925.32	\$ 3,000.00	\$ 5,220.47	\$ 803,500.00	\$ 858,433.60	\$ 2,203,153.00	\$ 2,805,568.20	\$ 3,039,000.00	\$ 1,286,753.20

Street Maintenance Fund Expenditures

Division: 18 - Public Works										
110-18-00-5101									\$ 863,800.00	\$ 362,430.26
110-18-00-5116									\$ 6,200.00	\$ 4,210.00
110-18-00-5117									\$ 10,000.00	\$ 8,596.47
110-18-00-5150									\$ 66,100.00	\$ 28,637.03
110-18-00-5151									\$ 122,200.00	\$ 54,006.24
110-18-00-5155									\$ 150,000.00	\$ 56,488.01
110-18-00-5156									\$ 50,576.00	\$ 6,051.30
110-18-00-5201									\$ 3,500.00	\$ 1,778.41
110-18-00-5206									\$ 2,000.00	\$ 1,914.73
110-18-00-5209									\$ 2,000.00	\$ 3,541.37
110-18-00-5217									\$ 500.00	\$ 27.78
110-18-00-5226									\$ 12,500.00	\$ 3,556.19
110-18-00-5228									\$ 4,000.00	\$ 593.68
110-18-00-5240									\$ 40,000.00	\$ 9,328.29
110-18-00-5246									\$ 12,500.00	\$ 11,478.81
110-18-00-5247									\$ 75,000.00	\$ 20,864.37
110-18-00-5320									\$ 35,000.00	\$ 9,158.80
110-18-00-5340										\$ 223.96
110-18-00-5376									\$ 20,000.00	\$ 13,521.98
110-18-00-5377									\$ 20,000.00	\$ 6,067.72
110-18-00-5378	\$ 22,000.00								\$ 50,000.00	\$ 8,004.96
110-18-00-5379									\$ 75,000.00	
110-18-00-5380									\$ 472,000.00	
110-18-00-5384									\$ 3,000.00	\$ 1,203.32
110-18-00-5401									\$ 3,500.00	\$ 2,647.49
110-18-00-5403									\$ 7,250.00	\$ 21,389.46
110-18-00-5505									\$ 3,500.00	\$ 420.00
110-18-00-5515									\$ 15,300.00	\$ 4,109.77
110-18-00-5530		\$ 49,775.00		\$ 34,510.00		\$ 8,000.00			\$ 10,000.00	
110-18-00-5560									\$ 50,000.00	\$ 20,833.35
110-18-00-5561									\$ 130,000.00	\$ 21,102.57
110-18-00-5570									\$ 5,000.00	\$ 920.59
110-18-00-5595									\$ 216,774.00	\$ 90,322.50
110-18-00-5601									\$ 150.00	\$ 418.24
110-18-00-5605									\$ 1,500.00	\$ 56.35
110-18-00-5615									\$ 150.00	
110-18-00-6132	\$ 998,654.00	\$ 407,212.56	\$ 655,000.00	\$ 517,728.17	\$ 807,927.00	\$ 96,199.80	\$ 921,483.00	\$ 399,948.80	\$ 500,000.00	\$ 339,975.40
Total Expenses	\$ 1,020,654.00	\$ 456,987.56	\$ 655,000.00	\$ 552,238.17	\$ 807,927.00	\$ 104,199.80	\$ 921,483.00	\$ 399,948.80	\$ 3,039,000.00	\$ 1,113,879.40

FTE's

15.5



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-23, repealing the 2019 Amendment to Chapter 5 of the Transportation Master Plan, as attached in Exhibit A; replacing with 2017 Chapter 5 of the Transportation Master Plan and amending, as attached in Exhibit B.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The City Council held a public hearing on March 4, 2025 and made a motion to approve repealing the 2019 amendment to Chapter 5 Thoroughfare Plan of the Transportation Master Plan and replacing it with the previously adopted Chapter 5 Thoroughfare Plan. The motion passed unanimously.

The Planning and Zoning Commission held a public hearing on February 17, 2025 and February 24, 2025, and recommended approval for repealing the 2019 amendment to Chapter 5 Thoroughfare Plan of the Transportation Master Plan and replacing it with the previously adopted Chapter 5 Thoroughfare Plan. The motion passed 6-1.

During the meeting, it was discussed that specifically Blakey Lane was listed in the 2017 Thoroughfare Plan as a Collector Street. Based on feedback, Staff is requesting to change Blakey from a Collector Street to a Principal Arterial as defined in the 2017 Thoroughfare Plan. The Other streets and roads will be evaluated during the Master Transportation Plan update and recommendations for changes will be provided at that time.

The Transportation Master Plan was adopted in February 2017 and was subsequently amended with the adoption of the Bastrop Building Block (B3) Code in November of 2019. The proposed amendments to the Transportation Master Plan are to rectify the intent of the B3 code to a gridded street network in all new development.

A published notice was placed in the Elgin Courier on January 29th and sent mailed notices to all property owners within the City Limits and within 200 feet of City Limits, in accordance with the B3 Code Technical Manual.

Currently, every development is required to follow a mandatory gridded street network, the intent was to make smaller blocks that allowed for walkability and slowed down or eliminated vehicular traffic.

“The City will.....Create a framework of transit, Pedestrian, and bicycle systems that provide alternatives to the automobile” B3 Code Intent, Page 12 of 249

When the grid street requirement is in place with little or no flexibility, it can be challenging to plan a site that matches the grid requirement. For example, Alta Trails Apartments were required to meet the grid requirement. This led to a public street being constructed between two buildings of the same apartment complex. This is a street that the city now has to maintain that goes through a private development.

The overabundance of public streets creates more maintenance than is required for the City to fund. When a public road runs through commercial development, it is a burden on the residents of the city because of the maintenance that is associated with those roads. Current cost estimates for a 1 mile, 25 ft wide street section are estimated to be above \$1 million. While this is a development cost, the dedication to the City once the road is complete will require additional maintenance dollars for repair and maintenance. Additionally, this much asphalt creates a heat effect, and the stormwater runoff within the street system causes unnecessary pollutants into the surrounding bodies of water.

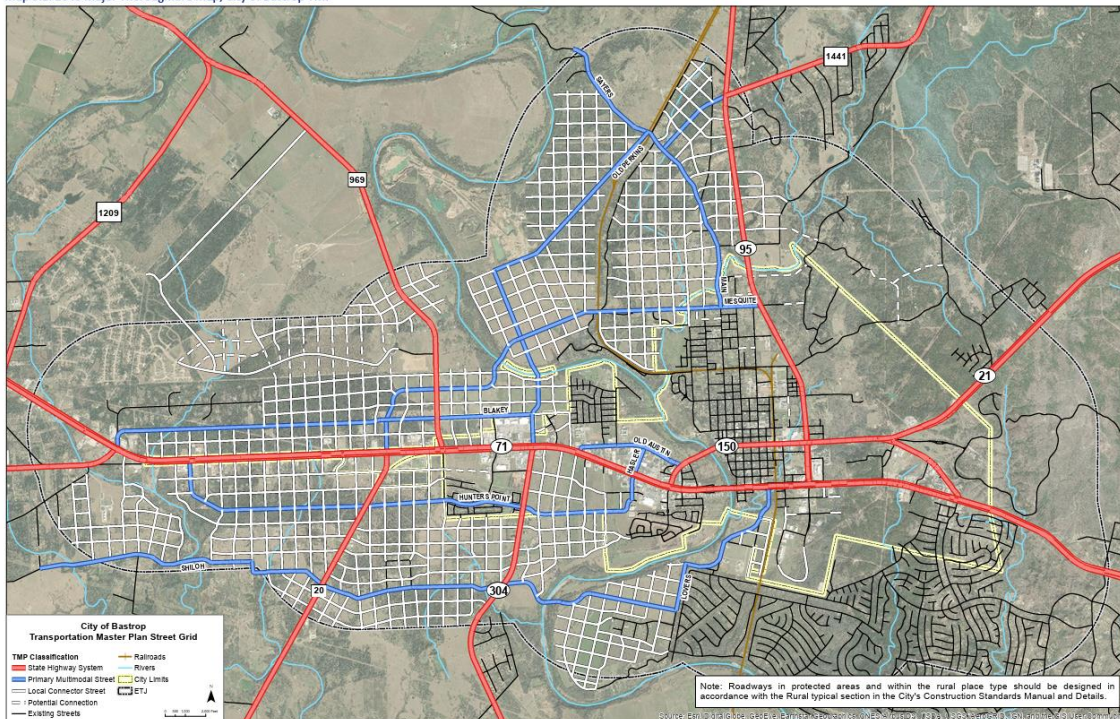
There are other factors that do not always allow for a grid block, such as land acquisition and topography, that make the grid street requirements less feasible.

The proposed amendments based on comments and recommendations from Planning and Zoning Commission are:

- Remove the Chapter 5 Thoroughfare Plan that was adopted in November of 2019.
- Replace with Chapter 5 Thoroughfare Plan that was previously adopted in February of 2017.

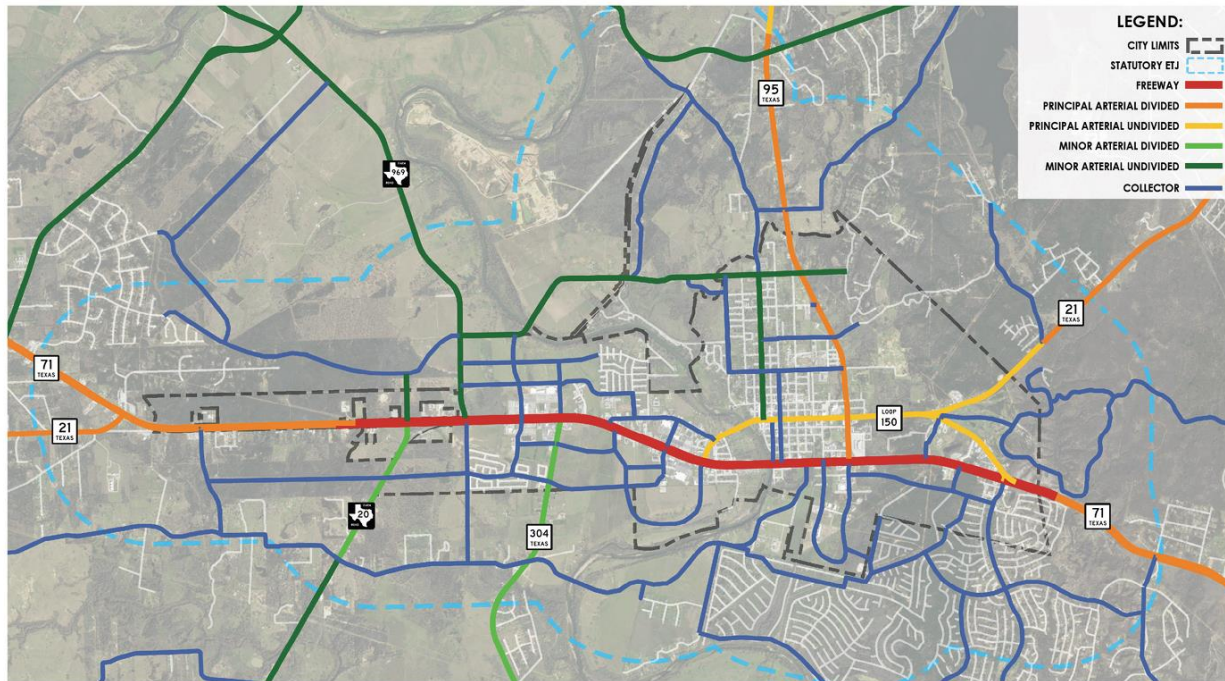
The currently adopted Chapter 5 Thoroughfare Plan appears as follows with the white shown as the gridded network and the additional lane miles to maintain.

Map 5.1: 2040 Major Thoroughfare Map, City of Bastrop TMP



The previously adopted Chapter 5 Thoroughfare Plan showed only major and minor arterials, as well as connectors, leaving the ability to create a meaningful and intentional street network to ease traffic concerns.

Map 5.1: 2040 Major Thoroughfare Map, City of Bastrop TMP



FISCAL IMPACT:

None

RECOMMENDATION:

Consider and act on the second reading of Ordinance No. 2025-23, repealing the 2019 Amendment to Chapter 5 of the Transportation Master Plan, as attached in Exhibit A; replacing with 2017 Chapter 5 of the Transportation Master Plan and amending, as attached in Exhibit B.

ATTACHMENTS:

1. Ordinance No. 2025-23
2. Exhibit A – 2019 Bastrop Transportation Master Plan Chapter 5
3. Exhibit B – 2017 Bastrop Transportation Master Plan Chapter 5

ORDINANCE NO. 2025-23

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, REPEALING THE 2019 AMENDMENT TO CHAPTER 5 OF THE TRANSPORTATION MASTER PLAN, AS ATTACHED IN EXHIBIT A; REPLACING WITH 2017 CHAPTER 5 OF THE TRANSPORTATION MASTER PLAN AND AMENDING, AS ATTACHED IN EXHIBIT B; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

WHEREAS, these amendments are to repeal the amendment of 2019 Chapter 5 Transportation Master Plan (Exhibit A) and replacing it with the 2017 Chapter 5 Transportation Master Plan (Exhibit B) and amending the Blakey Lane from Collector Street to Principal Arterial as described in the 2017 Thoroughfare Plan; and

WHEREAS, the Planning and Zoning Commission held a public hearing on February 17, 2025 and February 24, 2025, and recommended approval with a vote of 6-1 of the Transportation Master Plan amendment on February 24, 2025; and

WHEREAS, notice of the public hearing to consider the amendments to the Code of Ordinances was published on January 29, 2025, and the City held a public hearing and conducted the first reading for the City Council on March 4, 2025; and

WHEREAS, the City finds these certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.
- Section 2.** The City Council of Bastrop authorizes the amendment to the Transportation Master Plan, and amending the Blakey Lane from Collector Street to Principal Arterial as described in the 2017 Thoroughfare Plan as attached and incorporated herein as Exhibit B.
- Section 3.** Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.
- Section 4.** Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 5.** Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.
- Section 6.** Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

[Signature Page Follows]

READ & ACKNOWLEDGED on First Reading on this the 4th day of March 2025.

READ & ADOPTED on Second Reading on this the 11th day of March 2025.

APPROVED:

by. _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney



EXHIBIT A

2019

5

Thoroughfare Plan

Thoroughfare Network, Functional Classification,
and Cross-Sections

STREET NETWORK PLAN

An important element of the Transportation Master Plan is a Street Network Plan that establishes a long-range vision for a highly connected, multimodal street system throughout the City of Bastrop. The plan is designed to advance the goals of the City’s Comprehensive Plan, meet the future travel needs of the City, and support sustainable development patterns by identifying the preferred level of connectivity within the City and the ETJ. This street network plan supports a level of flexibility in land uses and high degree of mobility and route choices.

Traditional thoroughfare planning practices in recent decades have often resulted in communities developed around widely spaced, large arterials fed by smaller roadways that often do not connect with each other. This type of roadway system causes vehicle traffic to be dependent on a limited number of major thoroughfares for most trips and limits opportunities for alternate routes. This causes trip lengths to be longer and indirect and is especially problematic for people who might walk, bike, or use public transportation. Well-designed, connected streets make travel more efficient by providing choice not only in modes, but also in routes.

One of the core transportation goals of the Comprehensive Plan is to enhance transportation system connectivity. Recommended objectives to achieve this goal include enhancing east-west connectivity through Bastrop, identifying and prioritizing gaps in the road network, prioritizing pedestrian and bicycling connectivity, and promoting connectivity through development regulations. This Street Network Plan directly addresses this connectivity goal and provides a guide for use by City officials and staff, developers, business owners, and residents to better achieve the City’s vision for its street and roadway system.

Purpose

This Street Network Plan promotes a connected network inspired by the original Iredell grid network plan of 1920 that established the development pattern in Downtown Bastrop and surrounding areas between the Colorado River and State Highway 95. These streets, with shorter blocks and multiple route options, are a prime example of connections that support a mix of uses, activities, and trip types.

This plan recommends a grid-like pattern of primary and local streets, with major block spacing based on the traditional Bastrop farm lot (approximately 715 feet by 715 feet). This transportation planning approach not only benefits route choice, but also minimizes congested roadway corridors. A hierarchical street system typically funnels traffic onto just a few major arterial roadways for most trips, and these arterials can become overly congested during peak travel times. This connected Street Network Plan can mitigate concentrated traffic congestion by dispersing traffic and offering travel options. This mapped grid network is considered the minimum required level of connectivity and provides a high degree of flexibility for development types within the street pattern. Development is encouraged to provide additional connectivity within the mandatory grid that may include additional local streets, trails, or pedestrian pathways.

Street Types and Multimodal Networks

This Thoroughfare Plan addresses both existing and proposed streets and roadways and is intended to support the connectivity of all road users. In addition to defining a thoroughfare network, a basic classification system is assigned to area roadways based on intended route function. With a well-connected grid network, a complex hierarchy of arterials and collectors is not necessary. However, it is important that the Street Network Plan identify certain routes for logical and efficient routing of cross-city travel. These routes are intended to address some of the known transportation constraints in the Bastrop area, which include limited crossing options across the Colorado River, areas with significant topography or environmental constraints, and the current reliance on State Highway 71 for most east-west travel.

Map 5.1: 2040 Major Thoroughfare Map, City of Bastrop TMP

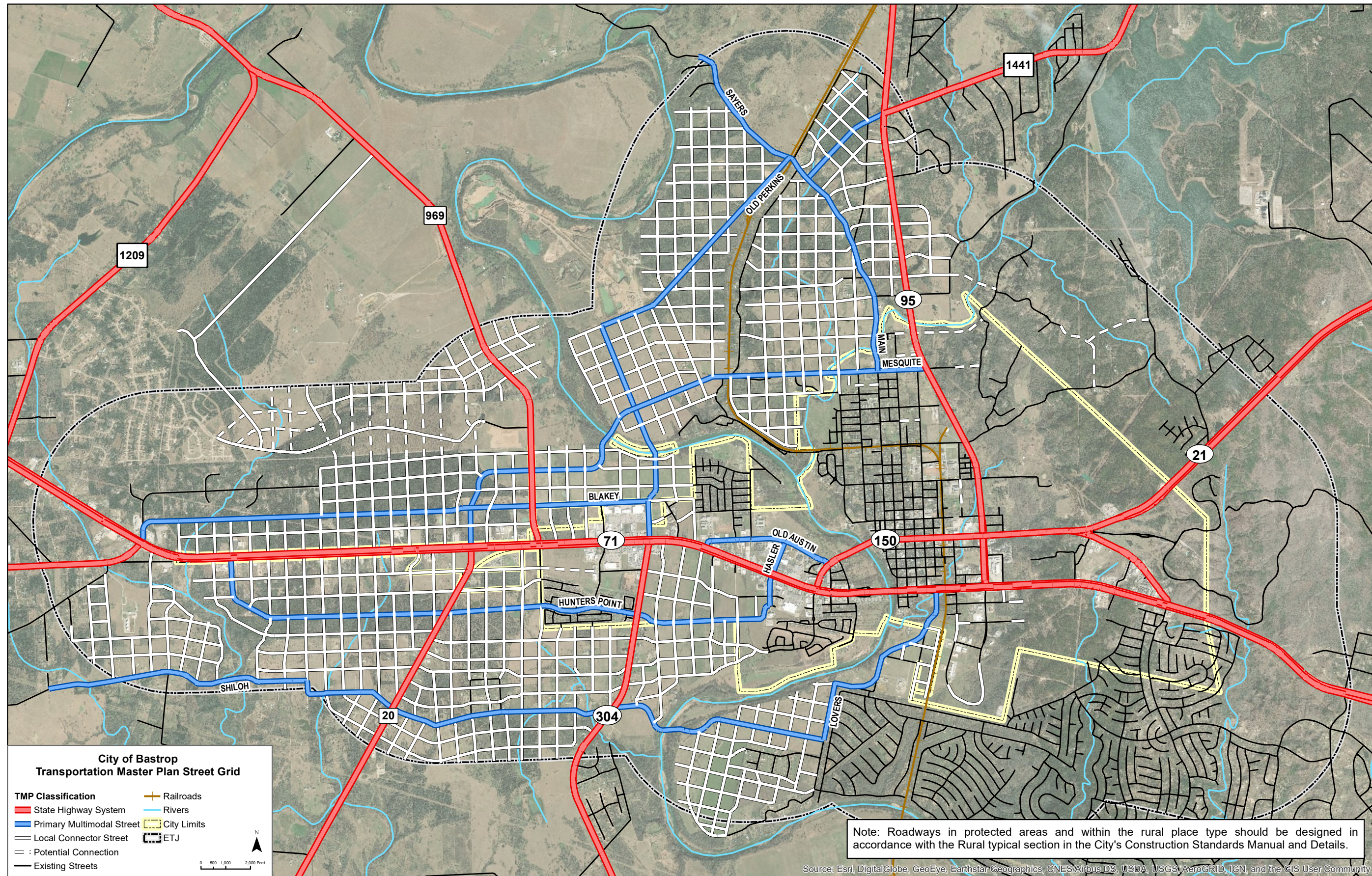
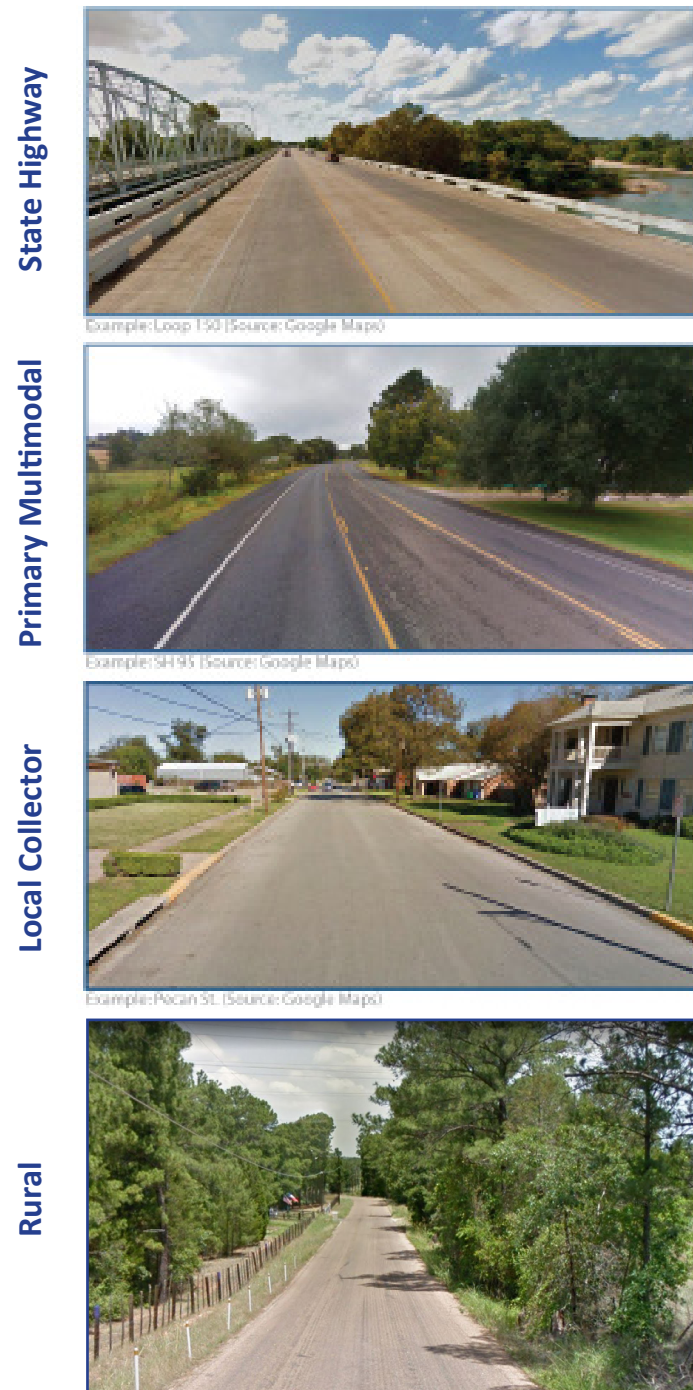


Figure 5.1: Street Network Plan



Functional Classifications

The Street Network Plan uses the following classifications:

State Highway System

The State Highway System are routes built and maintained by the Texas Department of Transportation (TxDOT) and are intended to provide regional connectivity between Bastrop and neighboring communities. Major routes within Bastrop include State Highways 71, 21, 95, and 304, as well as Farm to Market Roads 969 and 20. These routes are intended to collect local trips from the grid network and serve higher traffic volumes and longer-distance trips. Design of these roadways can range from freeways with limited access (e.g. State Highway 71) to urban arterials with direct access to cross streets and adjacent development. As improvements to this system is necessary, the City should coordinate with TxDOT to ensure that roadway design improvements include a context-sensitive approach that takes into account the compatibility of the thoroughfare with surrounding land uses.

Primary Multimodal Streets

Primary Multimodal Streets are intended to provide a higher degree of mobility than most of the grid network by serving travel between major destinations or activity centers, as well as providing local cross-city route alternatives to the major highway routes. However, different than the State Highway System which may prioritize capacity and flow of motor vehicles, Primary Multimodal Streets are intended to provide a higher level of “person capacity” regardless of vehicle type. These streets should be designed as walkable, low-to-moderate speed thoroughfares that carry both through and local traffic, pedestrians, and bicyclists. These streets are also important connections for primary goods movement and emergency response routes. These streets will often require additional right-of-way than a typical grid connector, either for additional through travel lanes or for dedicated pedestrian and bicycle facilities.

Local Connector Streets

The remainder of the mandatory grid network is made up of Local Connector Streets which provide a higher degree of direct access to abutting property. These streets should be designed as walkable, low-speed streets that connect different development districts and residential neighborhoods with each other. The Local Connector street network should provide continuous, connected links to distribute local travel patterns. Due to the diversity of land uses these streets serve, a variety of street design elements and cross sections may be appropriate to serve adjacent land use contexts. This includes potential accommodations for higher pedestrian, bicyclist, or on-street parking demand.

Rural Streets

Rural Streets are intended to provide local access to protected areas and rural development types primarily characterized by large lots or open space. Due to environmental protections, rolling terrain, and low-density development context, a rural cross section and design elements are recommended. This street design typically includes two travel lanes, ribbon curbs, and pedestrian trails.

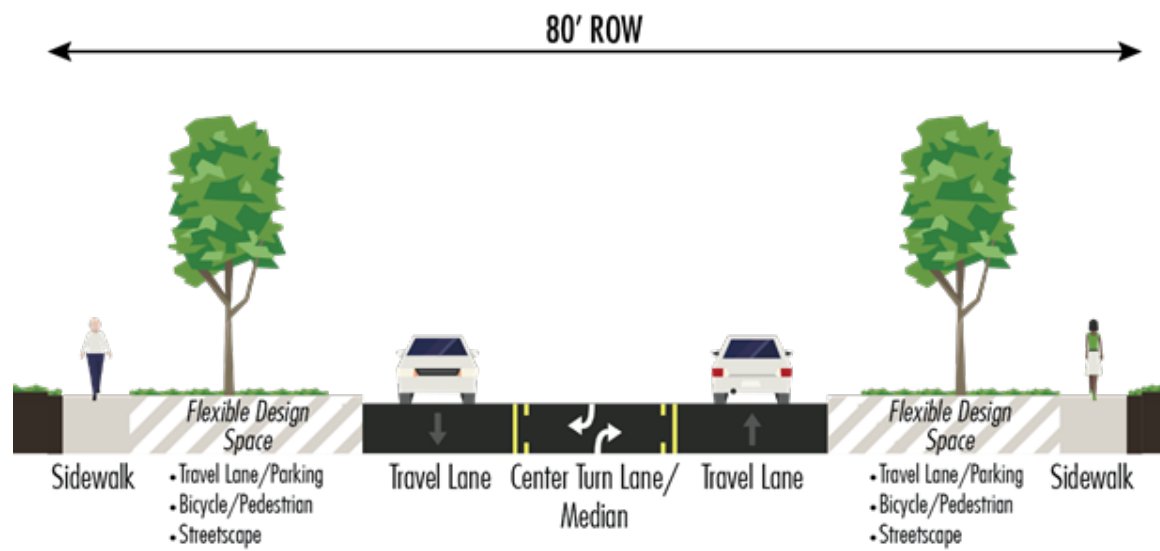
Multimodal Connections (Trails and Shared-Use Paths)

Walking is the most basic form of transportation, and long, indirect routes either discourage pedestrian trips or force pedestrians to use roads not designed for their comfort. The planned connected street grid and continuous sidewalk accommodations will significantly increase pedestrian connectivity and safety. However, even when roads are connected, there may still be a need for additional connections specifically to support the walking and bicycling networks. Where a proposed street segment is not feasible or practical, such as in areas with topography or floodplain constraints, a shared-use pathway may be a suitable alternative to maintain overall network connectivity. Additionally, the Street Network Plan is intended to create an interconnected, layered mobility network with the City’s planned trail system to minimize disconnected streets and dead-ends.

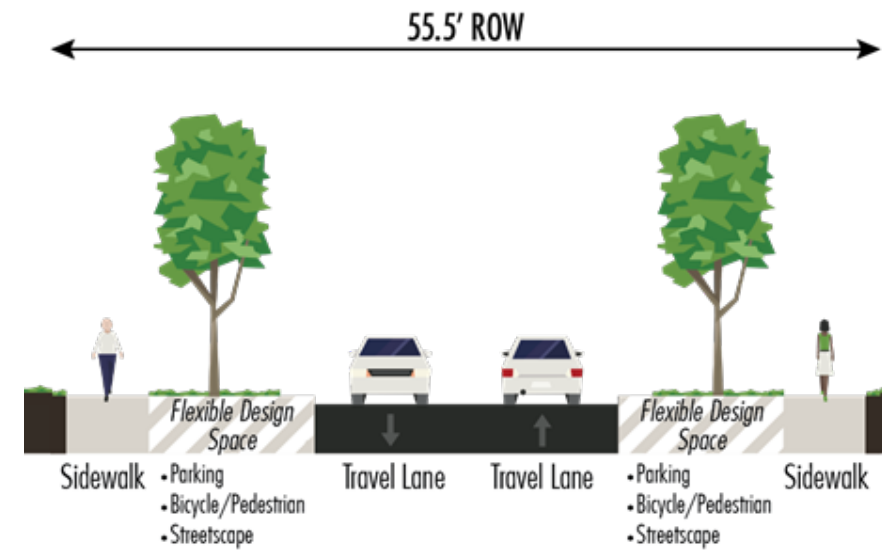
TYPICAL CROSS SECTIONS

The following typical cross sections are intended as conceptual frameworks for dedication of minimum necessary right-of-way and to facilitate the planning process of future street improvements. These typical sections are intended to support design flexibility to meet the needs of various multimodal and context-sensitive priorities. Specific engineering requirements and design guidelines for implementation of roadways are contained in the City's standard specifications and B3 Technical Manual. The engineering and design of specific facilities must be carried out in collaboration with and under the review of the City Engineer.

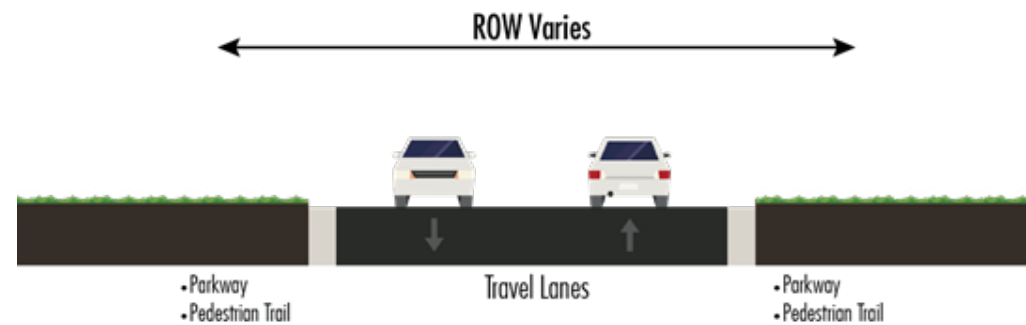
Primary Multimodal Street (80' ROW)



Local Connector Street (55.5' ROW)



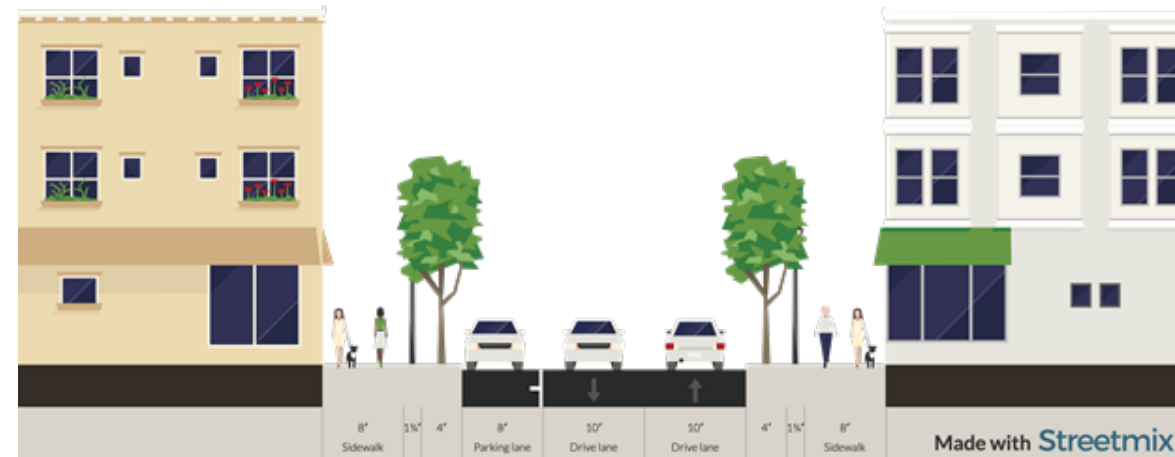
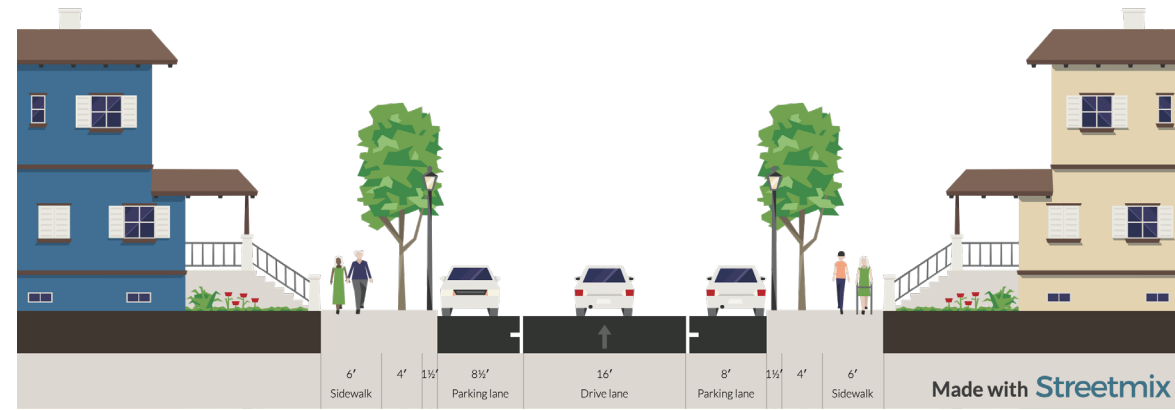
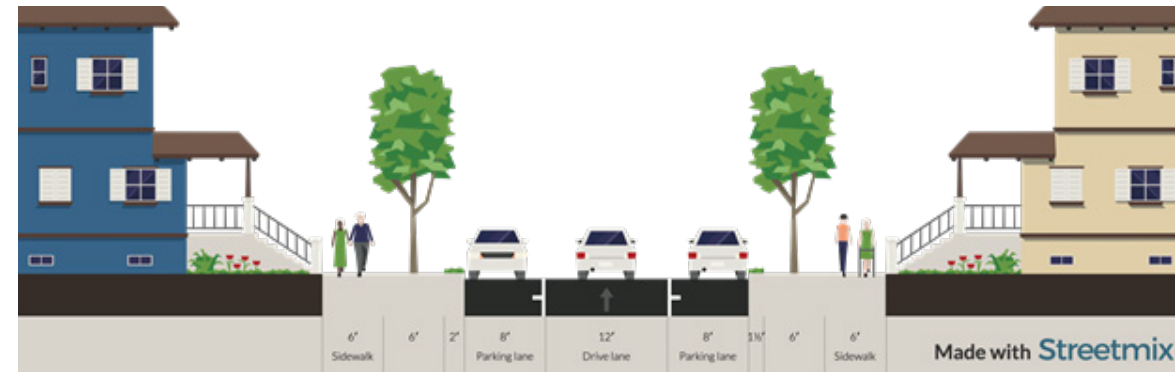
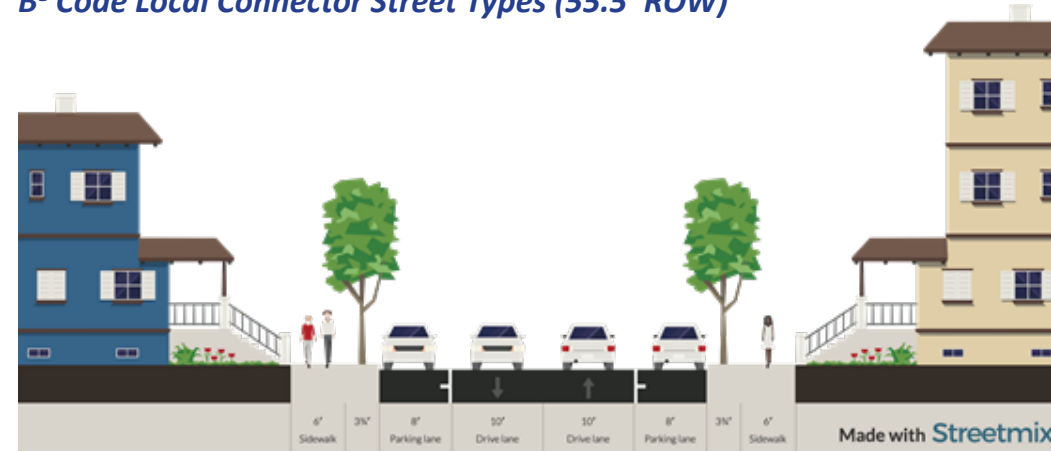
Rural Street (ROW Varies)



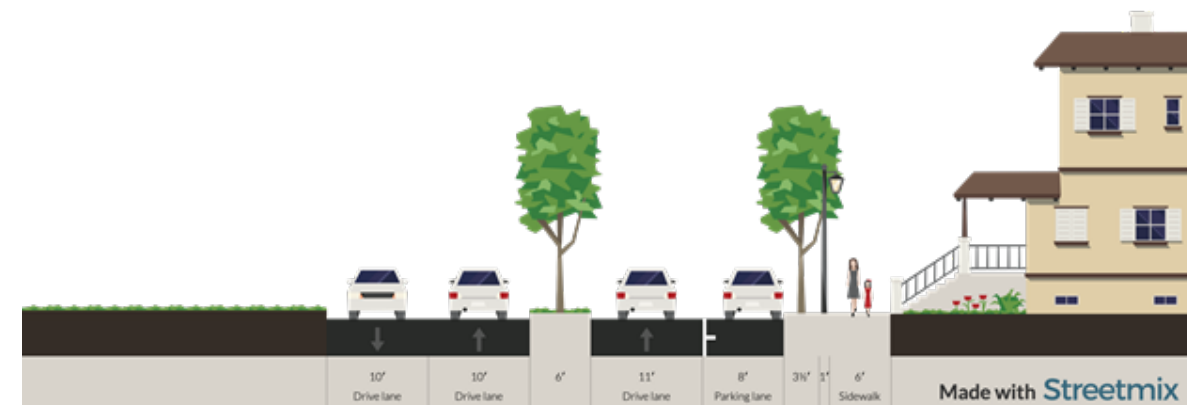
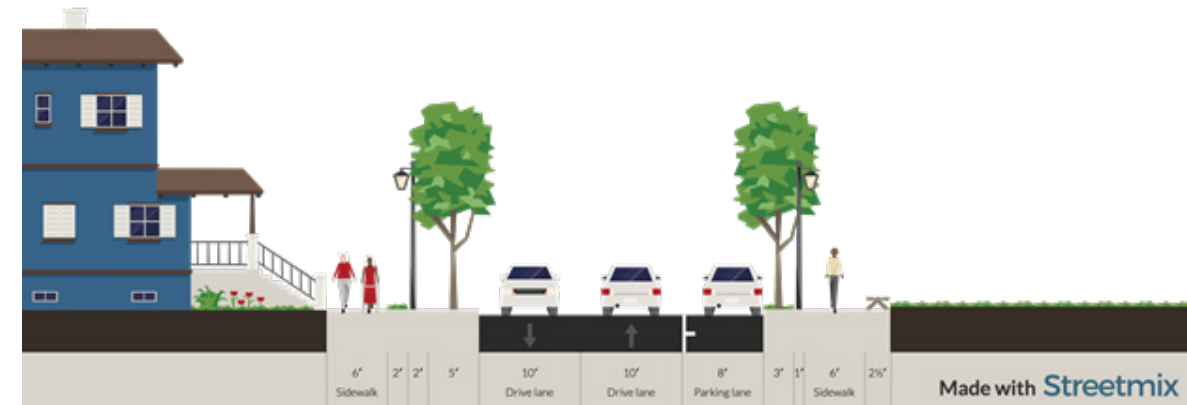
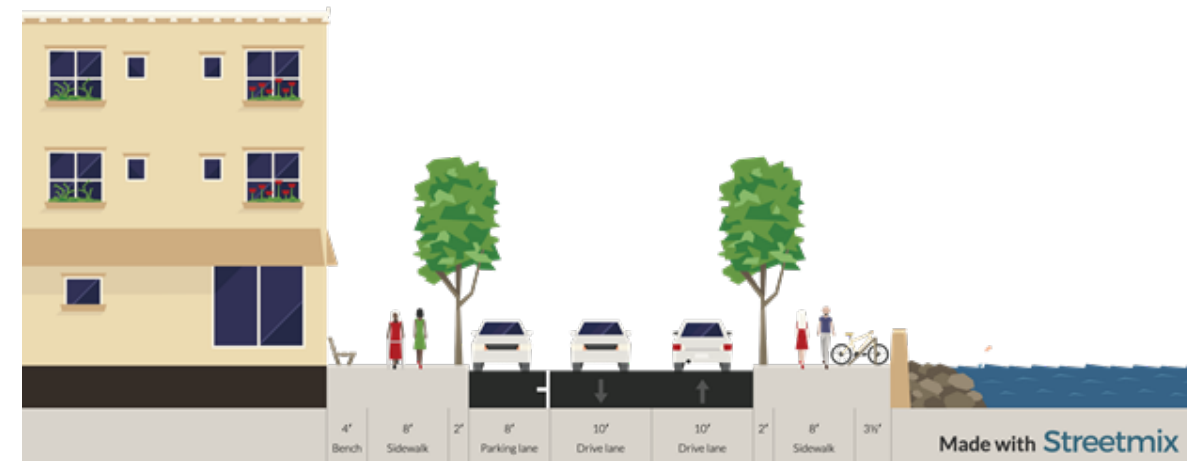
B³ Code Primary Multimodal Street Types (80' ROW)



B³ Code Local Connector Street Types (55.5' ROW)



B³ Code Local Connector Street Types (55.5' ROW) Continued



IMPLEMENTING THE STREET NETWORK

This plan serves as the primary tool to enable the City to preserve future corridors and the necessary right-of-way to establish appropriate thoroughfare corridors as development occurs and to improve the existing street system as the need arises. The Transportation Master Plan locates and classifies streets for desired connectivity and capacity for through traffic, access to adjacent land uses, and compatibility with each street’s development character. This plan provides the ability to better integrate networks of other mode choices, including walking, bicycling, and transit. The plan guides future investments and provides the public and the development community with information about the long-term plan for the road network. Simply put, the TMP is the community’s blueprint for a safe, efficient, and sustainable transportation system. It seeks to create and sustain a system that balances local and regional priorities and existing and future conditions, to steer the community toward its vision for the future.

Improvements to Bastrop’s transportation system will include both the construction of new roadways to serve future development, as well as enhancement of existing facilities to further support the mobility and economic vitality of the established community. These improvements are intended to not only provide improved vehicular connectivity as the City grows, but also provide increased options for alternative modes of transportation. Funding and implementation of the planned street network will require contributions from multiple sources for design, right-of-way acquisition, and construction of various thoroughfare projects. In many cases, new thoroughfare connections and street expansions that the plan anticipates will require right-of-way or easements as part of the development of property. However, the City may need to address priority transportation needs through capital improvement funding or project partnership with regional transportation agencies for funds administered at the county or regional level. The City may also consider alternate funding mechanisms to fund public infrastructure necessitated by new development.



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EXHIBIT B

2017

Item 9A.

5

Thoroughfare Plan

Thoroughfare Network, Functional Classification,
and Cross-Sections

An important element of the Transportation Master Plan is a Thoroughfare Plan that establishes a long-range vision for the City of Bastrop major street network. The plan is designed to meet the future travel needs of the City by classifying the streets and roadways within the City and the ETJ based on access to adjacent land use, mobility, and context within the surrounding area.

This Thoroughfare Plan addresses both existing and proposed streets and roadways. This plan also provides conceptual standards by thoroughfare type for use in the implementation of future roadways or the reconstruction of existing roadways. The plan provides a guide for use by City officials and staff, developers, business owners, and residents to better understand the City’s vision for its street and roadway system.

FUNCTIONAL CLASSIFICATION SYSTEM

In addition to defining a thoroughfare network, a classification system was assigned to area roadways based on thoroughfare type. Functional classification is the process by which local and regional roadways are grouped into hierarchal categories according to the transportation objectives the roadways are intended to provide. This process identifies the role each roadway serves in the context of the larger transportation system, and facilitates planning for logical and efficient routing of traffic through the roadway network. Functional classification was mandated by the Federal-Aid Highway Act of 1973 and remains in effect today.

The Thoroughfare Plan provides guidance only for those streets and roadways that are under the legal control of the City of Bastrop. Attributes, proposed improvements and functional classifications for state maintained roadways of regional significance and county roadways in the ETJ were defined based on their definitions in the CAMPO 2040 Regional Transportation Plan and the 2016 Bastrop County Transportation Plan, respectively, which were incorporated into this City of Bastrop Thoroughfare network by reference.

Purpose

Transportation systems are designed to serve a diverse range of travel needs, from long-distance travel between cities to local trips between home and the grocery store. Assigning a functional class to each roadway in the system helps ensure that the transportation system can serve the diverse travel needs of users in a logical and efficient manner. Functional classifications provide a basis for selecting appropriate speed and geometric design criteria for a given roadway. However, this does not mean that the functional classification for a given roadway prescribes specific design criteria.

Instead, the actual configuration of streets and roadways is subject to review and adjustment through detailed engineering studies to ensure facility design is coordinated with adjacent development, and takes into account other community goals and objectives. A context sensitive approach that takes into account the compatibility of thoroughfare types with surrounding land uses, in addition to the efficient movement of traffic, was used for designating functional classifications for the City of Bastrop Thoroughfare Network. The proposed functional classifications were determined by weighing mobility versus access needs, the surrounding land uses, and the facility characteristics of existing roadways.

Mobility vs. Access

The two primary travel needs served by roadways are mobility, or the ability to move people or goods efficiently between locations, and access, or the ability to reach numerous desired destinations. While all roadways serve these two needs to at least some degree, by design certain types of roadways serve one need better than the other. Highways, for example, provide a high degree of mobility, facilitating long-distance travel between destinations by providing minimal traffic conflicts and few opportunities to enter/exit the roadway. Such roadways are classified as Principal Arterials under the City of Bastrop classification system (described in more detail in the next section). Neighborhood streets, on the other hand, provide a high degree of access (to homes, shopping centers, etc.), but offer lower mobility due to the presence traffic signals, lower speed limits and other design characteristics. These roadways are classified as local streets under the City of Bastrop functional classification system. Figure 5.1 shows the relationship between mobility and access.

Map 5.1: 2040 Major Thoroughfare Map, City of Bastrop TMP

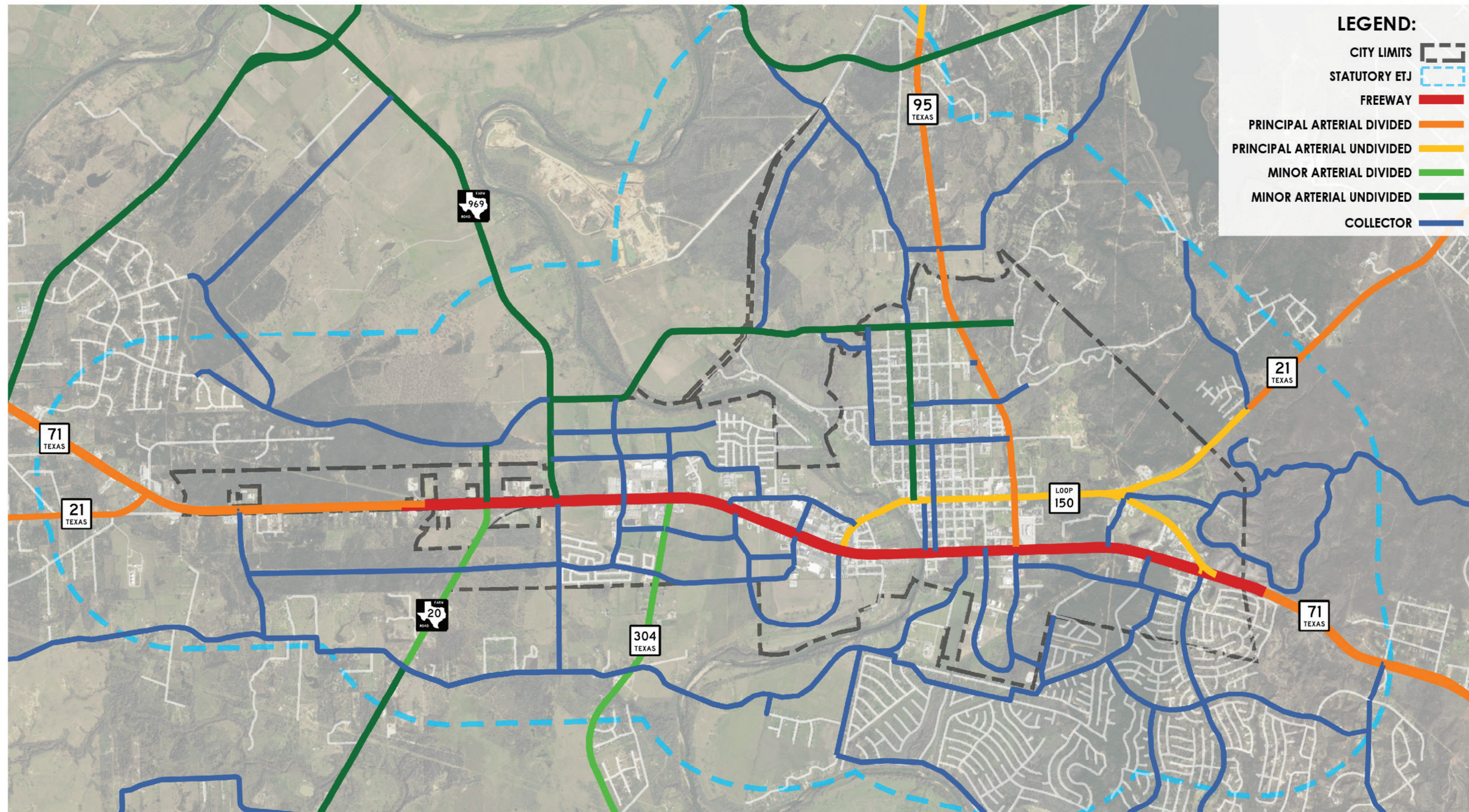
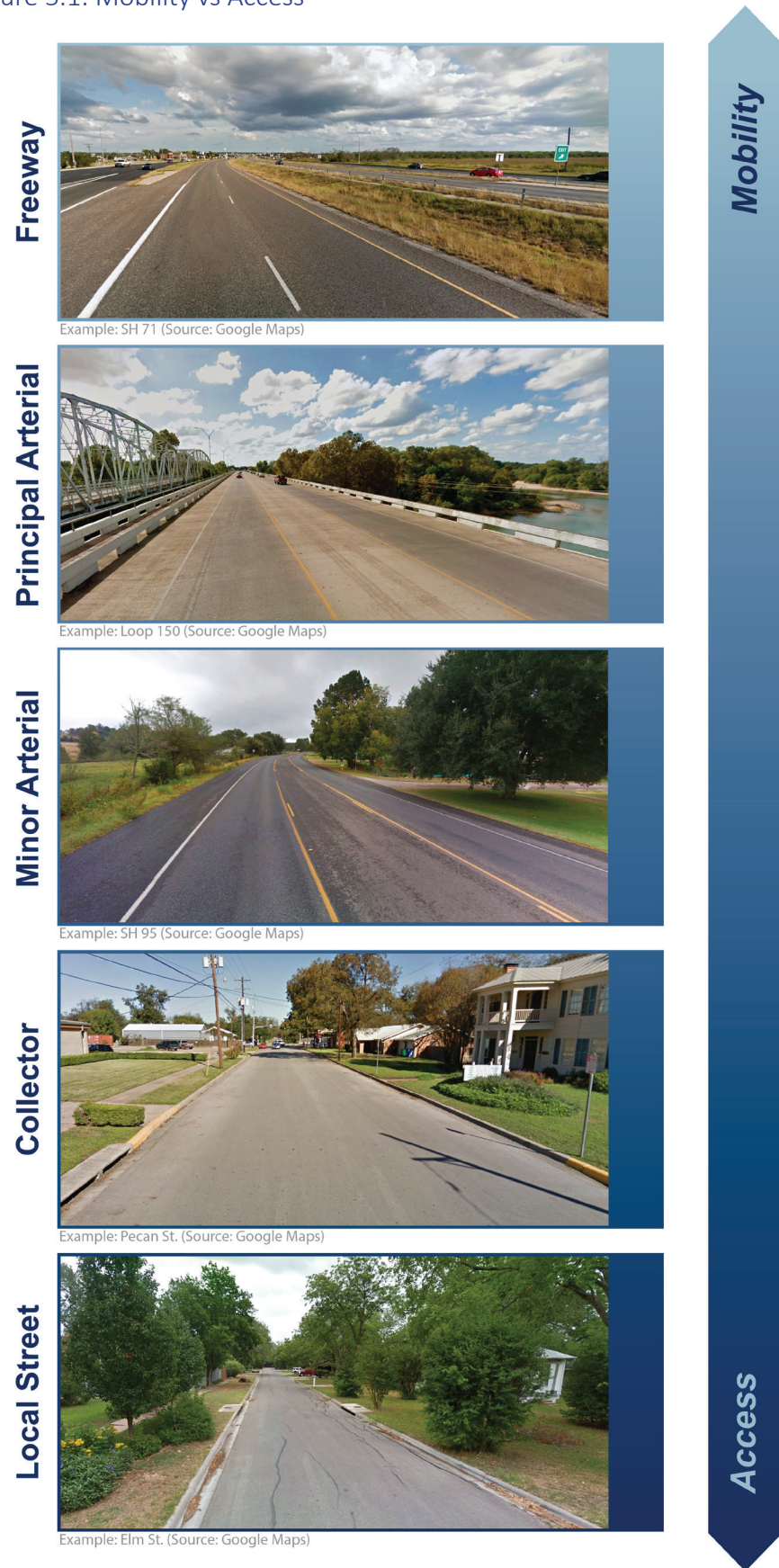


Figure 5.1: Mobility vs Access



Functional Classifications

This Thoroughfare Plan uses the following classifications as defined below. Note that in the context of the mobility versus access continuum, higher functional classes (e.g. principal arterials) serve mobility while lower classes (local streets) prioritize access.

Freeways

Freeways provide maximum mobility and do not directly serve land uses. Freeways are generally separated by physical barriers and their access and egress points are limited to on- and off- ramps. Freeways are typically two lanes in each direction.

Principal Arterials

Principal arterials provide a high degree of mobility by serving travel between major destinations or activity centers, as well as long-distance traffic that goes through or bypasses an area. They are designed to minimize travel time by providing high posted speed limits, offering physical separation from other roadways (e.g. few at-grade intersections) and providing a limited number of access/egress points (e.g. on- and off- ramps).

Minor Arterials

Minor arterials are intended to connect traffic into and between the principal Arterial system. They can serve trips of moderate length by connecting smaller geographic areas. While minor arterials provide slightly less mobility benefit than principal arterials, overall they are characterized by relatively high travel speeds and low interference from cross traffic.

Collectors

Collectors provide a balance between mobility and access, primarily serving to “collect” traffic from local streets and provide connections to arterials. In urban areas, collectors provide traffic circulation in residential areas or commercial districts, while in rural areas they primarily serve travel within the City (i.e. trips shorter than those served by arterials). Due to the large number of collector roadways and the diversity of adjacent land uses, appropriate context subcategories were defined for collector roadways. These categories include residential, commercial, and mixed-use collectors.

Local Streets

Local streets offer lower mobility than other functional classes but provide the highest degree of access to adjacent land. They discourage through traffic with low posted speed limits and the use of traffic calming features. Local streets make up the bulk of the transportation system in terms of mileage.

Typical Roadway Cross Sections

For each of the functional classes defined in the thoroughfare plan, a typical cross section was developed for use in the planning and conceptual engineering of new roadways or in the potential upgrade of existing roadways as they are reconstructed or expanded. The following typical cross sections are intended as conceptual frameworks to facilitate the planning process. Specific engineering requirements and design guidelines for implementation of roadways are contained in the City subdivision regulations and other capital improvement program guidelines. The engineering and design of specific facilities must be carried out in collaboration with and under the review of the City Engineer.

Figure 5.2: Neighborhood Collector Constrained ROW- Extreme Case

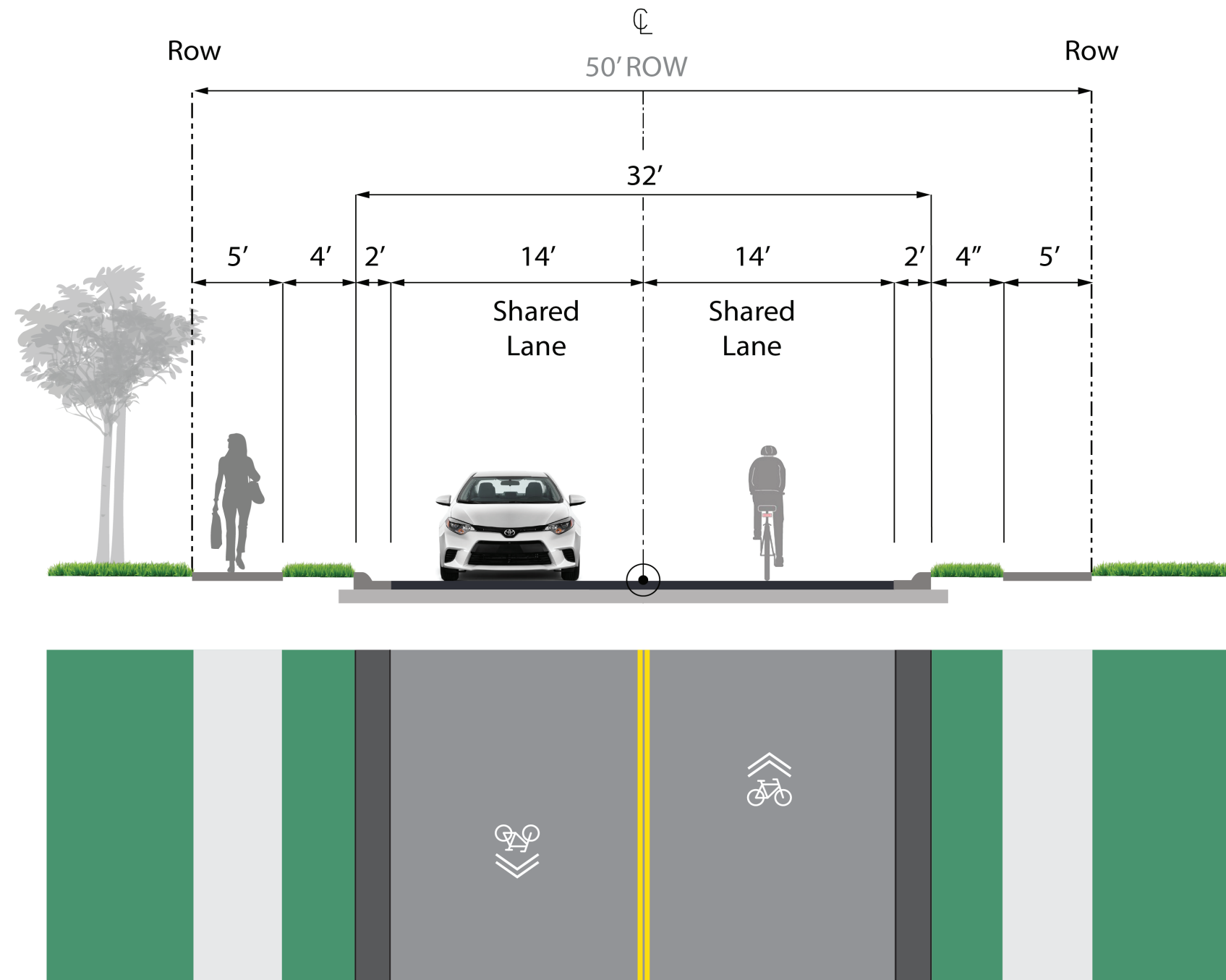


Figure 5.3: Principal Arterial/Divided Minor Arterial- Typical Urban Section

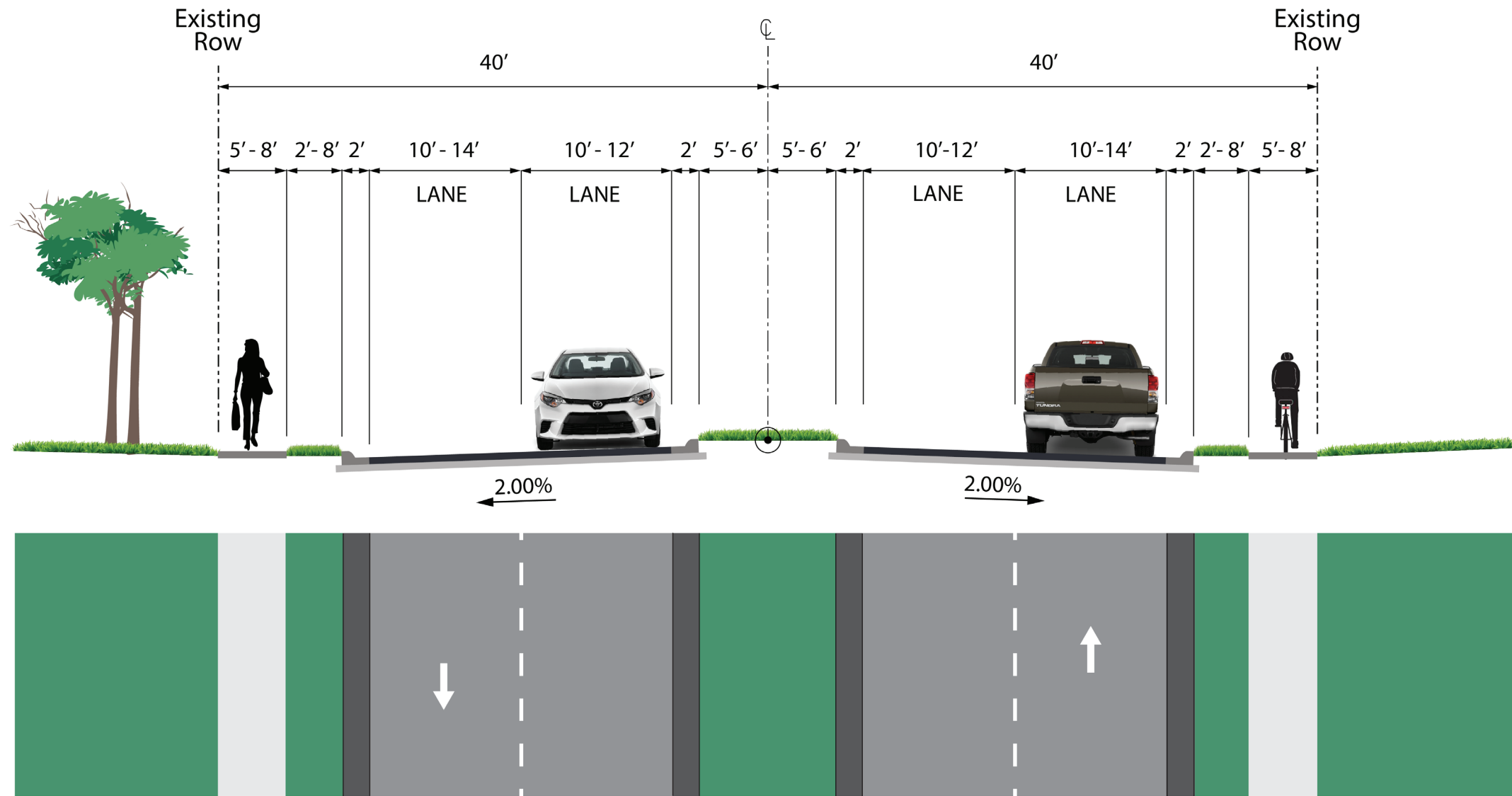


Figure 5.4: Example Downtown Cross Section

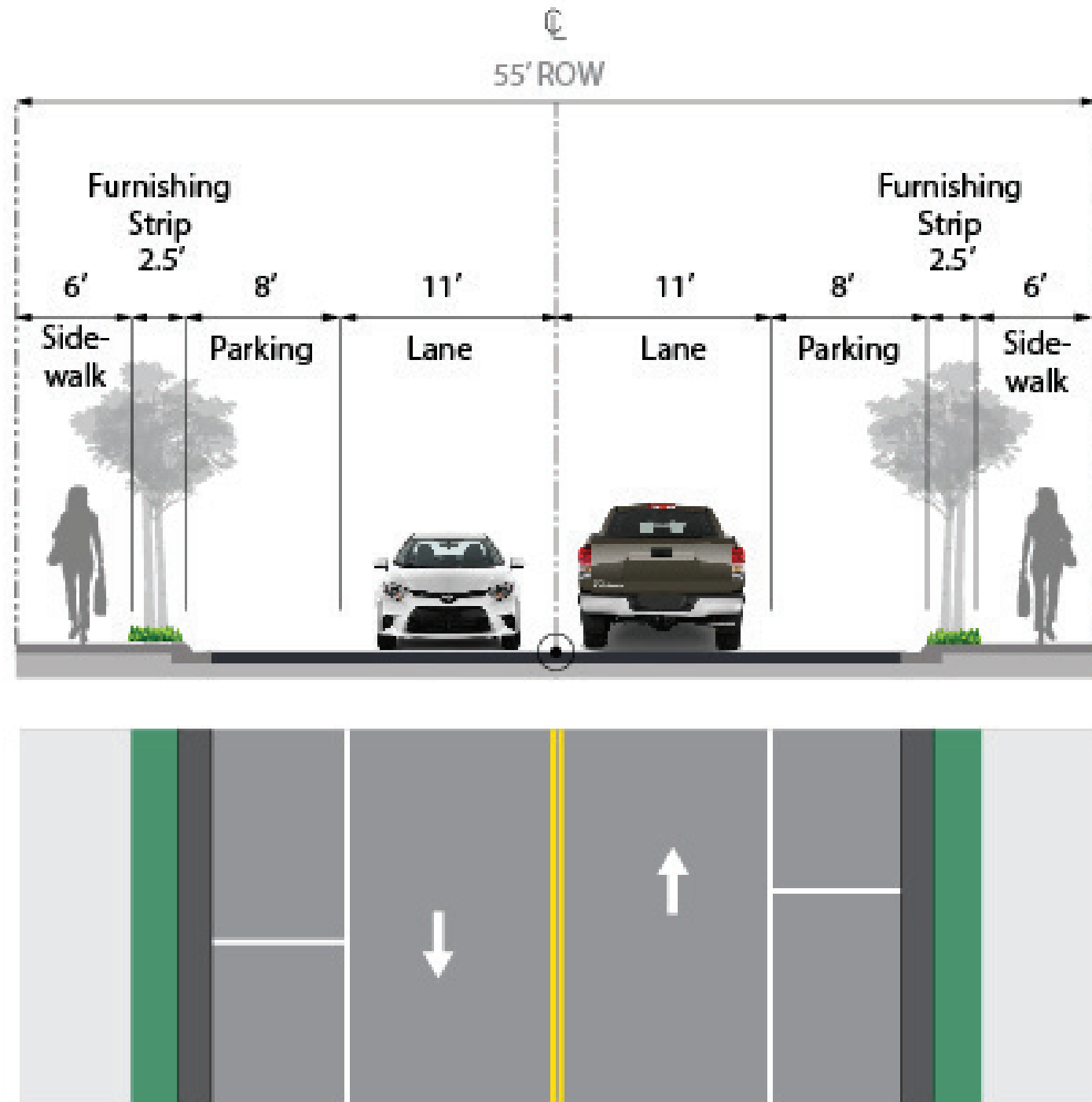
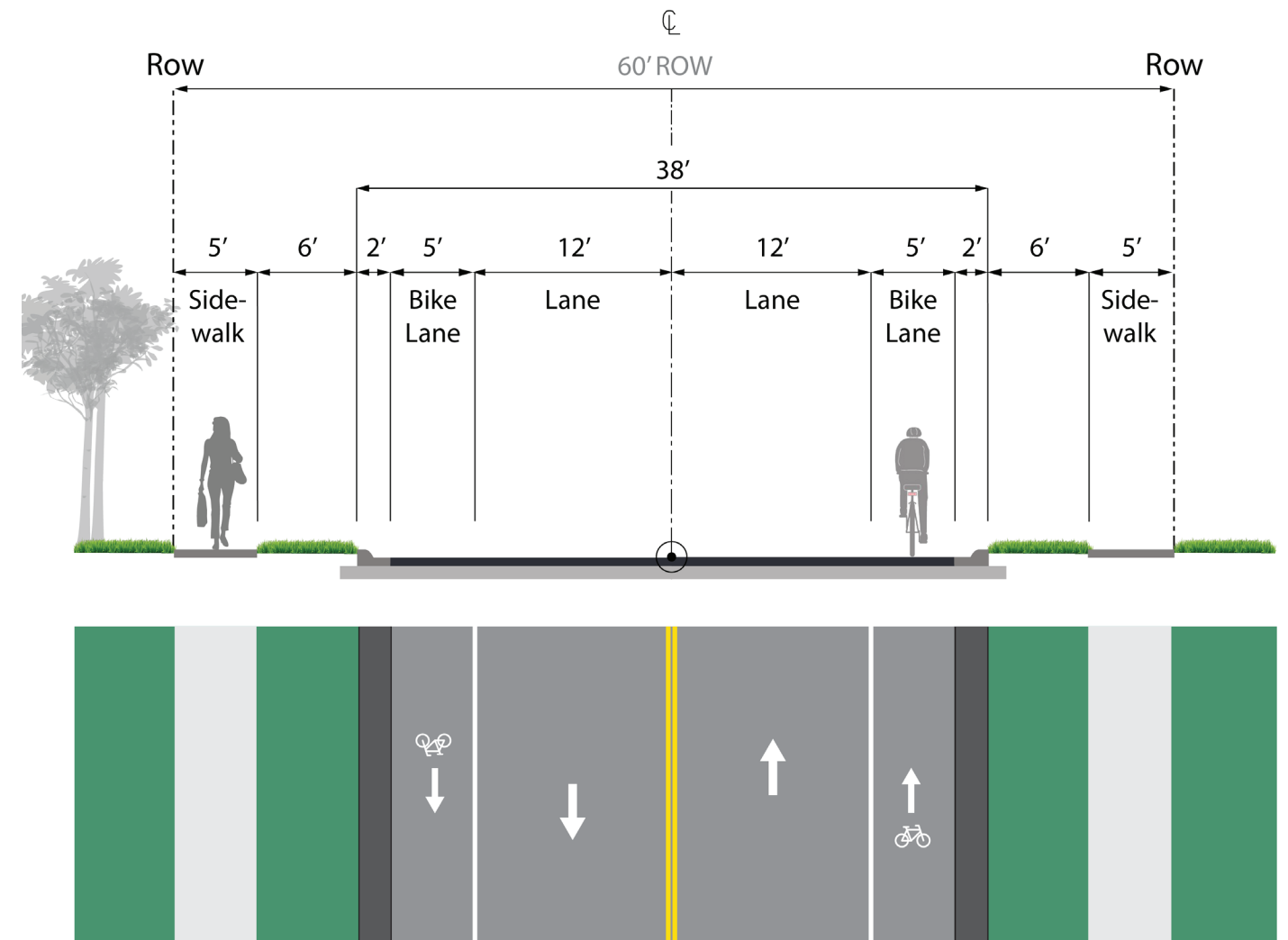


Figure 5.5: Minor Arterial/Collector- Typical Section





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STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-24, amending the Bastrop Code of Ordinances Chapter 14, the Bastrop Building Block (B3) Code, by removing all references to the Mandatory Street Network and the Gridded Street Network; and establishing standards and procedures; as shown in Exhibit A.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The City Council held a public hearing on March 4, 2025, and made a motion to approve removing all references to the Mandatory Street Network and Gridded Street Network from the Bastrop Building Block (B3) Code. The motion passed unanimously.

The Planning and Zoning Commission held a public hearing on February 17, 2025, and February 24, 2025, and recommended approval for removing all references to the Mandatory Street Network and Gridded Street Network from the Bastrop Building Block (B3) Code. The motion passed 6-1.

The B3 Code was adopted in November 2019 and subsequently amended in April 2022. The intent of the Code was to establish the Standards that enable, encourage, and ensure the community achieves fiscal sustainability, geographically sensitive developments, and the perpetuation of authentic Bastrop.

A published notice was placed in the Elgin Courier on January 29th and sent mailed notices to all property owners within the City Limits and within 200 feet of City Limits, in accordance with the B3 Code Technical Manual.

As discussed in the prior amendments, the code related to gridded streets lies in many different areas.

The proposed amendments here lie within each place type, definitions, and executive summary pages. The intent is to create cohesion in other areas of the code that are also in line to be modified.

Further review shows additional future changes will need to be made to the sections related to Mandatory Street Network and the definition of the American Grid. Those changes will be forthcoming. More information is available at the end of this staff report.

The proposed amendments are as follows:

- 1) Amend 2 sections within the Executive Summary on page 12 and page 22;
 - Remove reference to grid from page 13: *“Facilitate development of Infill properties contiguous to an existing built environment in the pattern of Traditional Neighborhood Development (TND) or Village Center Development (VCD) and be integrated with the existing **grid** pattern;”* on page 13 of the B3 code.

THE CITY

THE CITY OF BASTROP WILL:

- Adopt Standards and processes that result in fiscally sustainable development and promote Incremental development with intentional character by focusing on the intersection of the Public and Private Realms;
 - Retain its natural infrastructure and visual character derived from topography, woodlands, farmlands and waterways;
 - Encourage Infill and redevelopment growth strategies along with new neighborhoods;
 - Facilitate development of Infill properties contiguous to an existing built environment in the pattern of Traditional Neighborhood Development (TND) or Village Center Development (VCD) and be integrated with the existing **grid pattern**;
 - Promote development of properties non-contiguous to an existing built environment organized in the pattern of Traditional Neighborhood Development (TND), Cluster Land Development (CLD), or Village Center Development (VCD);
 - Plan and reserve Transportation Corridors in coordination with land development;
 - Define and connect the built environment with trails and greenways; and
 - Create a framework of transit, Pedestrian, and bicycle systems that provide alternatives to the automobile.
- Remove reference to gridded from page 23: *“**Block Types** - Blocks are the foundation for development in Bastrop. The **gridded** network of Streets formed by the Bastrop Building Block has been proven to support each Place Type and all associated Standards in the Code.”* on page 23 of the B3 Code.

Block Types - Blocks are the foundation for development in Bastrop. The **gridded** network of Streets formed by the Bastrop Building Block has been proven to support each Place Type and all associated Standards in the Code. Block Types match the level of intensity of development they are serving. The Block Types will vary from rural to urban, becoming more formal as the urbanity increases. See the Pattern Book for more examples of Block Types.

Building Types - Building Types correspond to the Place Types and Street Types. Building Types are contained within each Place Type to confirm the intensity of development aligns with the infrastructure and building forms to support the wide variety of Building Types.



Block Examples for illustrative purposes

- 2) Amend Article 3.2 Place Type Standards, Section 3.2.001 ALLOCATION & SEQUENCE OF PLACE TYPE DETERMINATION, (a) (2)

- Remove reference to Mandatory Street Network from: “(2) The existing Streets and Master Thoroughfare Plan ~~Mandatory Street Network~~,” on page 73 of the B3 Code.

ARTICLE 3.2 PLACE TYPE STANDARDS

SEC 3.2.001 ALLOCATION & SEQUENCE OF PLACE TYPE DETERMINATION

(a) Determination of Place Type designations shall be made based on the ~~the~~ following factors considered in the following sequence:

- (1) Geographically ~~sensitive~~ Development ~~Patterns~~;
- (2) The existing Streets and Master Thoroughfare Plan ~~Mandatory Street Network~~;
- (3) Proximity to existing Place Types (built or entitled);
- (4) Size of new Development; and
- (5) Pedestrian Shed Distribution.

(b) The City of Bastrop shall have the following assigned percentages of each Pedestrian Shed allocated to the established Place Types. Before preparing a Neighborhood Concept Scheme the Applicant must review permitted Development Patterns and the associated Standards. Place Type percentage allocation per Pedestrian Shed as described in Article 3.3:

P1- Nature	Varies
P2- Rural	Varies
P3 - Neighborhood	10-35%
P4 - Mix	25-75%
P5 - Core	5 - 20%
CS - Civic Space	10% min.
EC - Employment Center	No min.

3) Amend Article 3.2 Place Type Standards, Section 3.2.002 NEIGHBORHOOD REGULATING PLAN, (c)

- Replace the reference to Mandatory Street Network with Transportation Master Plan from: “(c) Neighborhood Regulating Plans must provide the Street Types, location and sizes of proposed Streets consistent with the ~~Mandatory Street Network~~ *Transportation Master Plan*, and the Block requirements of this Code. It must contain Place Type allocation as defined in Section 3.2.001.b and be reflective of Section 4.2.001 Character District Descriptions & additional Standards.” on page 74 of the B3 Code.

SEC 3.2.002 NEIGHBORHOOD REGULATING PLAN

- (a) All areas within the City of Bastrop more than 3.4 acres that do not require Place Type Zoning changes will require a Neighborhood Regulating Plan. Place Types shall be assigned through the creation of a Neighborhood Regulating Plan.
- (b) The process for creating a Neighborhood Regulating Plan is described in the B3 Technical Manual Article 2.3 - Neighborhood Regulating Plan.
- (c) Neighborhood Regulating Plans must provide the Street Types, location and sizes of proposed Streets consistent with the ~~Transportation Master Plan Mandatory Street Network~~, and the Block requirements of this Code. It must contain Place Type allocation as defined in Section 3.2.001.b and be reflective of Section 4.2.001 Character District Descriptions & additional Standards.
- (d) A Neighborhood Regulating Plan must adhere to the Pedestrian Shed Map, Sec. 3.3.001, and must be reviewed and comply with the percentages of 3.2.002(b).

SEC 3.2.003 NEIGHBORHOOD REGULATING PLAN EXEMPTIONS

- (a) All areas within the City of Bastrop over 3.4 acres on a platted Lot not seeking to develop.

ARTICLE 3.3 PEDESTRIAN SHED

- (a) In TND developments, every ~~1/4 mile~~ radius or “Pedestrian Shed,” i.e. approx. 80 acres or 6 Farm Lots, is to contain a mix/allocation of Place Types that reflect the Character District. Measuring Development by the Pedestrian Shed will ensure walkable neighborhoods are created.
- (b) The Pedestrian Shed is the area encompassed by the walking distance from a town or neighborhood center. They are often defined as the area covered by a 5-minute walk (about 0.25 miles or 1,320 feet) from the center.
- (c) Pedestrian Sheds in VCD or CLD Development Patterns vary in size and are prescribed in Article 5.2 Development Patterns Standards.

4) Amend ARTICLE 4.1 GENERAL, Section .4.2.001 CHARACTER DISTRICTS DESCRIPTIONS & ADDITIONAL STANDARDS, (b) 5,13,17 and 19

- Replace the reference of gridded with downtown in section: *“(b) (5) Downtown District - Downtown Bastrop is laid out in an almost perfect series of small, gridded blocks. The ~~gridded~~ downtown network of Streets is a fundamental element that creates the most effective and efficient structure for cities to be walkable, flexible and timeless. It contains human scale Streets and buildings organized in a uniform manner. Parks and Civic Spaces integrated into the built form of the City. The shopfronts and ground floor characteristics at the Street edge are made up of glass and directly relate to the Street. The Residential Lot sizes, House sizes, housing types, and setbacks vary throughout the district.”* on page 81 of the B3 Code.

lends itself to village centers. A mix of retail, restaurant and office Buildings, that incorporate Residential around community agriculture, open fields, and water features being reminiscent of meandering streams and stock tanks that once served livestock.

- (3) **Cultural Arts District** - Arts and culture are the centerpiece of this district. Located in one of the oldest parts of the City, this district will pay homage to the rich culture of Bastrop by providing a physical landscape to share the human experience. A sophisticated mix of theater, music, and art will blend with a mix of housing, while also providing shopping and dining opportunities. Situated along two state highways, this district will be a destination for tourists and locals alike sharing a cultural experience.
- (4) **District 71** - District 71 promotes regional trade and easy vehicular access from major Thoroughfares. Developments become destinations unto themselves, with parking areas nearby for visitor access. Elements within the Public Realm encourage walk- or bike-ability bringing large developed areas back to the human scale.
- (5) **Downtown District** - Downtown Bastrop is laid out in an almost perfect series of small gridded blocks. The

~~gridded~~ **downtown** network of Streets is a fundamental element that creates the most effective and efficient structure for cities to be walkable, flexible and timeless. It contains human scale Streets and buildings organized in a uniform manner. Parks and Civic Spaces integrated into the built form of the City. The shopfronts and ground floor characteristics at the Street edge are made up of glass and directly relate to the Street. The Residential Lot sizes, House sizes, housing types, and setbacks vary throughout the district.

- (6) **Ferry District** - This district follows the east side of the Colorado River north of SH 71. People may seamlessly access both riverine resources and shopfronts. Shopfronts directly interact with the Street where topography allows or are clustered into accessible destinations along the river providing entertainment in scenic setting. Walkable trail connections to other districts, with shade from mature trees and structural features of the Public Realm, are key elements of Development.
- (7) **Historic Highway District** - As one of the oldest towns in Texas, Bastrop has served travelers going from Austin to Houston for over 100 years. The Historic

- Add the word downtown after gridded in section *“(b) (13) Old Town District - Old Town has a rich history based on the Building Block and Farm Lot configuration of the 1920 Iredell Map. The gridded ~~downtown~~ Street network is well connected, and a variety of Lot types, setbacks, and Building Types are present. Human scale and tree shaded Streets encourage comfortable multimodal connectivity to the surrounding neighborhoods, while discrete and rural-style infrastructure functions steadily.”* on page 82 of the B3 Code.

Railroad, State Highway 95, and Piney Creek. Originally laid out in the pattern of Farm Lots, Residential growth has happened incrementally, creating a diverse mix of Lot sizes and housing styles. The addition of neighborhood Commercial along established Streets and the inclusion of housing type variation will add to the vitality and timeless nature of the community. Continued Development should focus on establishing additional east/west connectivity to continue the Building Block pattern originally established in Downtown Bastrop.

(13) **Old Town District** - Old Town has a rich history based on the Building Block and Farm Lot configuration of the 1920 Iredell Map. The **gridded downtown** Street network is well connected, and a variety of Lot types, setbacks, and Building Types are present. Human scale and tree shaded Streets encourage comfortable multimodal connectivity to the surrounding neighborhoods, while discrete and rural-style infrastructure functions steadily.

(14) **PDD District** - Planned Development Districts are existing master planned developments created under previous Codes that allow a mix of land uses and design Standards. Each area has specific concept and

Development plans that determine Street connectivity, Lot layout, and Building design.

(15) **Pine Village District** - Characterized by scenic vistas of the Colorado River, this district is positioned along the rolling hills of the Lost Pines. The natural geography in the district provides both opportunity for commerce and Residential neighborhoods. The built environment will harmoniously integrate with the natural environment, creating inviting Open Spaces with storefronts and residences.

(16) **River District** - The Colorado River serves as the focal point of this district. Ample Commercial and Residential opportunities are present, interacting with the natural environment, giving an uptown feel along the banks of the river. Open space, Civic Spaces, and trails will bring people to the district while they enjoy dining, retail, and entertainment opportunities. The natural geography will inform the Building pattern blending the urban and natural form.

(17) **Riverside Grove District** - Situated between a City Park and a Commercial corridor, Riverside Grove provides a classic opportunity to connect people to places. Mobility is promoted via the tree-lined Streets in a semi-grid pattern that allow multiple modes of

- No change to reference (b) (17) on page 82 and 83 of the B3 Code.
- No change to reference (b) (18) on page 83 of B3 Code.

5) Amend ARTICLE 5.2 DEVELOPMENT PATTERN STANDARDS, SEC. 5.2.001 TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND) (b)

- Replace the reference to grid with street network in section: *“(b) TND characteristics may include the continuation of the ~~Grid Street Network~~ as the basic platform of arrangement of the Neighborhood Regulating Plans and Zoning Concept Schemes. They contain a range of housing types, a network of well-connected Streets and blocks, well defined public spaces, and have amenities such as stores, schools, and Third Places within walking distance of residences.”* on page 87 of the B3 Code.

6) Amend ARTICLE 5.2 DEVELOPMENT PATTERN STANDARDS, SEC. 5.2.002 TND STANDARDS, (b) (c) (d) and (e)

- Replace the reference in section *“(c) 330’ x 330’ ~~preferred suggested~~ Block size.”* on page 87 of the B3 Code.
- Replace the reference in section *“(b) 1,320’ ~~preferred suggested~~ max Block perimeter.”*
- No change to sections (d) and (e) on page 87 of the B3 Code.

ARTICLE 5.2 DEVELOPMENT PATTERN STANDARDS

SEC. 5.2.001 TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND)

(a) Intent:

TND may occur in Infill areas and involve adaptive reuse of existing buildings, or can be created as new Construction on previously undeveloped land.

(b) TND characteristics may include the continuation of the ~~Grid~~ Street Network as the basic platform of arrangement of the Neighborhood Regulating Plans and Zoning Concept Schemes. They contain a range of housing types, a network of well-connected Streets and blocks, well defined public spaces, and have amenities such as stores, schools, and Third Places within walking distance of residences.

(c) TND is the preferred and default Development Pattern in the City of Bastrop.

SEC. 5.2.002 TND STANDARDS

(a) Location: The TND is located within a Character District that allows for the Development Pattern.

(b) 1,320' suggested preferred max Block perimeter.

(c) 330' x 330' suggested preferred Block size.

(d) If Block dimensions exceed the preferred Block perimeter and size, a 20' Pedestrian Walkway shall be included at mid-Block.

(e) Smaller blocks are allowed By Right.

(f) In the P4 Mix, a minimum Residential mix of three Building Types (not less than 20%) shall be required.

(g) A TND shall be structured by one standard or Linear Pedestrian Shed (see Article 3.2.2 Place Types by Pedestrian Shed) and shall be no fewer than 13.6 acres and no more than 160 acres.

(h) A TND shall include Place Types as allocated in Section 3.2.002.b.

(i) Sites larger than 80 circular acres or 160 linear acres shall be designed and developed as multiple Neighborhood Regulating Plans. Each Neighborhood Regulating Plan is subject to the individual Place Type requirements for its Development Pattern as allocated Section 3.2.002.b or associated Standards.

7) Amend ARTICLE 5.2 DEVELOPMENT PATTERN STANDARDS, Section 5.2.005 VILLAGE CENTER DEVELOPMENT (VCD), (b)

- Replace the reference in section (b) referenced the Village Center Development (VCD) street types "Description: VCD consists of a small dense grouping of predominately P4 and P5 Building serving as Residential, live/ work and Commercial and office buildings organized in a vernacular, curvilinear grid, or potential for a grid network of blocks and Streets. The Streets are small and serve as shared Streets. Vehicles are kept on the exterior of the developments. Buildings are located directly to the Street edge." (Page 89 of the B3 Code)

SEC. 5.2.005 VILLAGE CENTER DEVELOPMENT (VCD)

- (a) Intent: A VCD is a series of small Streets lined with buildings at the Street edge creating a unique village style community.
- (b) Description: VCD consists of a small dense grouping of predominately P4 and P5 Building serving as Residential, live/ work and Commercial and office buildings organized in a vernacular, curvilinear grid, or **potential for a** grid network of blocks and Streets. The Streets are small and serve as shared Streets. Vehicles are kept on the exterior of the developments. Buildings are located directly to the Street edge.

SEC. 5.2.006 VCD STANDARDS

- (a) See Section 5.2.007 Development Patterns by Character District to determine if Village Center Development is an allowed Development Pattern.
- (b) Streets Types are narrow and serve as shared Streets in the Development.
- (c) Vehicles are kept on the exterior of the key areas of developments to create plazas and Civic Spaces throughout the Development.

- (d) Buildings are located directly to the Street edge at the Frontage Line and occupy 80% to 100% of the Lot Frontage; and
- (e) Parking shall be located in the Third Layer of the Lot.
- (f) Vehicle access shall be kept in the rear of the property served by alleys or the rear lanes.
- (g) P3 shall be limited to 10% of the Development.
- (h) P1 and CS shall be more than 40% of the Development.
- (i) P4 and P5 shall make up the remaining 50% of the Development.
- (j) A VCD shall be structured by one Long Pedestrian Shed or Linear Pedestrian Shed and shall consist of no fewer than 13.6 acres and no more than 80 acres.

- 8) Amend ARTICLE 7.1 STREETS & PUBLIC REALM, Section 7.1.002 GENERAL, (d)
- The section (d) referenced Mandatory Street Network. There will be no change to this section as it is necessary to reference the Mandatory Street Network found in the Transportation Master Plan. (Page 127 of the B3 Code)
- 9) Amend ARTICLE 7.3 STREET TYPES, (b) (1)
- Remove both references to the grid and add street before network in this section: *(1) Primary Multimodal Streets (80' R.O.W.) - provide a higher degree of mobility than most of the **grid street** network by serving travel between major destinations or activity centers, as well as providing local cross-City route alternatives to the major highway routes. These Streets should be designed as walkable, low-to-moderate speed Thoroughfares that carry both through and local traffic, pedestrians, and bicyclists. These Streets are also important connections for primary goods movement and emergency response routes. These Streets will often require additional right-of-way than a typical **grid** connector, either for additional through travel lanes or for dedicated Pedestrian and bicycle facilities (Bastrop Master Transportation Plan).*" on page 131 of the B3 Code.

- (c) Applicants must dedicate sufficient right-of-way to the City for Streets and sidewalks, in accordance with the Master Transportation Plan. Typical Street right-of way widths are illustrated in this Section.
- (d) The City may require turn lanes and additional right-of-way beyond that shown in the applicable Street typical cross-section to accommodate turn lanes when warranted.

SEC. 7.2.004 MEASUREMENT OF STREETS & PUBLIC REALM

- (a) Face of Curb. All measurements of parking spaces and lane widths are taken from the Face of Curb and are inclusive of the gutter.
- (b) Pavement Markings. All measurements of parking spaces and lane widths are made to the center of pavement markings.

ARTICLE 7.3 STREET TYPES

- (a) A range of Streets Types have been provided which correspond back to the built environment they serve. Street Types were created in conjunction with all other B³ Code sections to promote long-term fiscal sustainability and a walkable environment. Each Street Type contains

characteristics which correspond with the Place Types and Building Types in the B³ Code.

- (b) The following Street illustrations are to be used as a guide when designing Streets for Neighborhood Regulating Plans or Zoning Concept Schemes and Infill Street designs. The Streets types are separated into two categories:

(1) Primary Multimodal Streets (80' R.O.W.) - provide a higher degree of mobility than most of the ~~grid~~ street network by serving travel between major destinations or activity centers, as well as providing local cross-City route alternatives to the major highway routes. These Streets should be designed as walkable, low-to-moderate speed Thoroughfares that carry both through and local traffic, pedestrians, and bicyclists. These Streets are also important connections for primary goods movement and emergency response routes. These Streets will often require additional right-of-way than a typical ~~grid~~-connector, either for additional through travel lanes or for dedicated Pedestrian and bicycle facilities (Bastrop Master Transportation Plan).

(2) Local Connector Streets (55.5' R.O.W.) - provide a higher degree of direct access to abutting property.

10) Amend Chapter 10, Section 10.1.002 DEFINITIONS, American Grid, and Mandatory Street Network

- ***No changes proposed to the definitions of American Grid and Mandatory Street Network. It is necessary to keep the references. (Pages 223 and 236 of the B3 Code)***

FISCAL IMPACT:

None

RECOMMENDATION:

Recommend the amendments as proposed by staff.

ATTACHMENTS:

1. Ordinance No. 2025-24
2. Exhibit A – Redline Bastrop Building Block B3 Code Book

ORDINANCE NO. 2025-24

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE BASTROP BUILDING BLOCK (B3) CODE, BY REMOVING ALL REFERENCES TO THE MANDATORY STREET NETWORK AND THE GRIDDED STREET NETWORK AND ESTABLISHING STANDARDS AND PROCEDURES; AS SHOWN IN AS EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

WHEREAS, these amendments are to remove references to the gridded street network within each place type, definition, and executive summary pages to create cohesion in other areas of the code that are also in line to be modified with previously adopted ordinances; and

WHEREAS, the Planning and Zoning Commission held a public hearing on February 17, 2025 and February 24, 2025, and recommended approval with a vote, six to one to recommend these B3 Code text amendments at the February 24, 2025 meeting; and

WHEREAS, notice of the public hearing to consider the amendments to the Code of Ordinances was published on January 29, 2025, and the City held a public hearing and conducted the first reading for the City Council on March 4, 2025; and

WHEREAS, the City finds these certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the

best interest of the City.

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.
- Section 2.** The City of Bastrop authorizes the amendment to the Bastrop Building Block Code (B3), Section 3.2.001, 3.2.002, 4.2.001, 5.2.001, 5.2.002, 5.2.005, 10.1.002, and Article 7.3 Street Types of the Bastrop Building Code is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.
- Section 3.** Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.
- Section 4.** Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 5.** Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.
- Section 6.** Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading on this the 4th day of March 2025.

READ & ADOPTED on Second Reading on this the 11th day of March 2025.

APPROVED:

by. _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

THE CITY

THE CITY OF BASTROP WILL:

- ▶ Adopt Standards and processes that result in fiscally sustainable development and promote Incremental development with intentional character by focusing on the intersection of the Public and Private Realms;
- ▶ Retain its natural infrastructure and visual character derived from topography, woodlands, farmlands and waterways;
- ▶ Encourage Infill and redevelopment growth strategies along with new neighborhoods;
- ▶ Facilitate development of Infill properties contiguous to an existing built environment in the pattern of Traditional Neighborhood Development (TND) or Village Center Development (VCD) and be integrated with the existing grid pattern;
- ▶ Promote development of properties non-contiguous to an existing built environment organized in the pattern of Traditional Neighborhood Development (TND), Cluster Land Development (CLD), or Village Center Development (VCD);
- ▶ Plan and reserve Transportation Corridors in coordination with land development;
- ▶ Define and connect the built environment with trails and greenways; and
- ▶ Create a framework of transit, Pedestrian, and bicycle systems that provide alternatives to the automobile.

Exhibit A

Block Types - Blocks are the foundation for development in Bastrop. The **gridded** network of Streets formed by the Bastrop Building Block has been proven to support each Place Type and all associated Standards in the Code. Block Types match the level of intensity of development they are serving. The Block Types will vary from rural to urban, becoming more formal as the urbanity increases. See the [Pattern Book](#) for more examples of Block Types.

Building Types - Building Types correspond to the Place Types and Street Types. Building Types are contained within each Place Type to confirm the intensity of development aligns with the infrastructure and building forms to support the wide variety of Building Types.



Block Examples for illustrative purposes

See Chapter 10 - Definitions for defined terms. All defined terms are capitalized throughout this document.

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ARTICLE 3.2 PLACE TYPE STANDARDS

SEC 3.2.001 ALLOCATION & SEQUENCE OF PLACE TYPE DETERMINATION

(a) Determination of Place Type designations shall be made based on the following factors considered in the following sequence:

- (1) Geographically sensitive Development Patterns;
- (2) The existing Streets and Master Thoroughfare Plan ~~Mandatory Street Network~~;
- (3) Proximity to existing Place Types (built or entitled);
- (4) Size of new Development; and
- (5) Pedestrian Shed Distribution.

(b) The City of Bastrop shall have the following assigned percentages of each Pedestrian Shed allocated to the established Place Types. Before preparing a Neighborhood Concept Scheme the Applicant must review permitted Development Patterns and the associated Standards. Place Type percentage allocation per Pedestrian Shed as described in Article 3.3:

P1 - Nature	Varies
P2 - Rural	Varies
P3 - Neighborhood	10-35%
P4 - Mix	25-75%
P5 - Core	5 - 20%
CS - Civic Space	10% Min.
EC - Employment Center	No Min.
PDD - Planned Development District	No Min.

SEC 3.2.002 NEIGHBORHOOD REGULATING PLAN

- (a) All areas within the City of Bastrop more than 3.4 acres that do not require Place Type Zoning changes will require a Neighborhood Regulating Plan. Place Types shall be assigned through the creation of a Neighborhood Regulating Plan.
- (b) The process for creating a Neighborhood Regulating Plan is described in the B³ Technical Manual Article 2.3 - Neighborhood Regulating Plan.
- (c) Neighborhood Regulating Plans must provide the Street Types, location and sizes of proposed Streets consistent with the [Transportation Master Plan Mandatory Street Network](#), and the Block requirements of this Code. It must contain Place Type allocation as defined in Section 3.2.001.b and be reflective of Section 4.2.001 Character District Descriptions & additional Standards.
- (d) A Neighborhood Regulating Plan must adhere to the Pedestrian Shed Map, Sec. 3.3.001, and must be reviewed and comply with the percentages of 3.2.002(b).

SEC 3.2.003 NEIGHBORHOOD REGULATING PLAN EXEMPTIONS

- (a) All areas within the City of Bastrop over 3.4 acres on a platted Lot not seeking to develop.

ARTICLE 3.3 PEDESTRIAN SHED

- (a) In TND developments, every 1/4 mile radius or “Pedestrian Shed,” i.e. approx. 80 acres or 6 Farm Lots, is to contain a mix/allocation of Place Types that reflect the Character District. Measuring Development by the Pedestrian Shed will ensure walkable neighborhoods are created.
- (b) The Pedestrian Shed is the area encompassed by the walking distance from a town or neighborhood center. They are often defined as the area covered by a 5-minute walk (about 0.25 miles or 1,320 feet) from the center.
- (c) Pedestrian Sheds in VCD or CLD Development Patterns vary in size and are prescribed in Article 5.2 Development Patterns Standards.

lends itself to village centers. A mix of retail, restaurant and office Buildings, that incorporate Residential around community agriculture, open fields, and water features being reminiscent of meandering streams and stock tanks that once served livestock.

- (3) **Cultural Arts District** - Arts and culture are the centerpiece of this district. Located in one of the oldest parts of the City, this district will pay homage to the rich culture of Bastrop by providing a physical landscape to share the human experience. A sophisticated mix of theater, music, and art will blend with a mix of housing, while also providing shopping and dining opportunities. Situated along two state highways, this district will be a destination for tourists and locals alike sharing a cultural experience.
- (4) **District 71** - District 71 promotes regional trade and easy vehicular access from major Thoroughfares. Developments become destinations unto themselves, with parking areas nearby for visitor access. Elements within the Public Realm encourage walk- or bike-ability bringing large, developed areas back to the human scale.
- (5) **Downtown District** - Downtown Bastrop is laid out in an almost perfect series of small, gridded blocks. The

~~gridded~~ **downtown** network of Streets is a fundamental element that creates the most effective and efficient structure for cities to be walkable, flexible and timeless. It contains human scale Streets and buildings organized in a uniform manner. Parks and Civic Spaces integrated into the built form of the City. The shopfronts and ground floor characteristics at the Street edge are made up of glass and directly relate to the Street. The Residential Lot sizes, House sizes, housing types, and setbacks vary throughout the district.

- (6) **Ferry District** - This district follows the east side of the Colorado River north of SH 71. People may seamlessly access both riverine resources and shopfronts. Shopfronts directly interact with the Street where topography allows or are clustered into accessible destinations along the river providing entertainment in scenic setting. Walkable trail connections to other districts, with shade from mature trees and structural features of the Public Realm, are key elements of Development.
- (7) **Historic Highway District** - As one of the oldest towns in Texas, Bastrop has served travelers going from Austin to Houston for over 100 years. The Historic

Railroad, State Highway 95, and Piney Creek. Originally laid out in the pattern of Farm Lots, Residential growth has happened incrementally, creating a diverse mix of Lot sizes and housing styles. The addition of neighborhood Commercial along established Streets and the inclusion of housing type variation will add to the vitality and timeless nature of the community. Continued Development should focus on establishing additional east/west connectivity to continue the Building Block pattern originally established in Downtown Bastrop.

(13) **Old Town District** - Old Town has a rich history based on the Building Block and Farm Lot configuration of the 1920 Iredell Map. The **gridded downtown** Street network is well connected, and a variety of Lot types, setbacks, and Building Types are present. Human scale and tree shaded Streets encourage comfortable multimodal connectivity to the surrounding neighborhoods, while discrete and rural-style infrastructure functions steadily.

(14) **PDD District** - Planned Development Districts are existing master planned developments created under previous Codes that allow a mix of land uses and design Standards. Each area has specific concept and

Development plans that determine Street connectivity, Lot layout, and Building design.

(15) **Pine Village District** - Characterized by scenic vistas of the Colorado River, this district is positioned along the rolling hills of the Lost Pines. The natural geography in the district provides both opportunity for commerce and Residential neighborhoods. The built environment will harmoniously integrate with the natural environment, creating inviting Open Spaces with storefronts and residences.

(16) **River District** - The Colorado River serves as the focal point of this district. Ample Commercial and Residential opportunities are present, interacting with the natural environment, giving an uptown feel along the banks of the river. Open space, Civic Spaces, and trails will bring people to the district while they enjoy dining, retail, and entertainment opportunities. The natural geography will inform the Building pattern blending the urban and natural form.

(17) **Riverside Grove District** - Situated between a City Park and a Commercial corridor, Riverside Grove provides a classic opportunity to connect people to places. Mobility is promoted via the tree-lined Streets in a semi-grid pattern that allow multiple modes of

ARTICLE 5.2 DEVELOPMENT PATTERN STANDARDS

SEC. 5.2.001 TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND)

(a) Intent:

TND may occur in Infill areas and involve adaptive reuse of existing buildings or can be created as new Construction on previously undeveloped land.

(b) TND characteristics may include the continuation of the Grid Street Network as the basic platform of arrangement of the Neighborhood Regulating Plans and Zoning Concept Schemes. They contain a range of housing types, a network of well-connected Streets and blocks, well defined public spaces, and have amenities such as stores, schools, and Third Places within walking distance of residences.

(c) TND is the preferred and default Development Pattern in the City of Bastrop.

SEC. 5.2.002 TND STANDARDS

(a) Location: The TND is located within a Character District that allows for the Development Pattern.

(b) 1,320' preferred suggested max Block perimeter.

(c) 330' x 330' preferred suggested Block size.

(d) If Block dimensions exceed the preferred Block perimeter and size, a 20' Pedestrian Walkway shall be included at mid-Block.

(e) Smaller blocks are allowed By Right.

(f) In the P4 Mix, a minimum Residential mix of three Building Types (not less than 20%) shall be required.

(g) A TND shall be structured by one standard or Linear Pedestrian Shed (see Article 3.2.2 Place Types by Pedestrian Shed) and shall be no fewer than 13.6 acres and no more than 160 acres.

(h) A TND shall include Place Types as allocated in Section 3.2.002.b.

(i) Sites larger than 80 circular acres or 160 linear acres shall be designed and developed as multiple Neighborhood Regulating Plans. Each Neighborhood Regulating Plan is subject to the individual Place Type requirements for its Development Pattern as allocated Section 3.2.002.b or associated Standards.

SEC. 5.2.005 VILLAGE CENTER DEVELOPMENT (VCD)

- (a) Intent: A VCD is a series of small Streets lined with buildings at the Street edge creating a unique village style community.
- (b) Description: VCD consists of a small dense grouping of predominately P4 and P5 Building serving as Residential, live/ work and Commercial and office buildings organized in a vernacular, curvilinear grid, or potential for a grid network of blocks and Streets. The Streets are small and serve as shared Streets. Vehicles are kept on the exterior of the developments. Buildings are located directly to the Street edge.

SEC. 5.2.006 VCD STANDARDS

- (a) See Section 5.2.007 Development Patterns by Character District to determine if Village Center Development is an allowed Development Pattern.
- (b) Streets Types are narrow and serve as shared Streets in the Development.
- (c) Vehicles are kept on the exterior of the key areas of developments to create plazas and Civic Spaces throughout the Development;

- (d) Buildings are located directly to the Street edge at the Frontage Line and occupy 80% to 100% of the Lot Frontage; and
- (e) Parking shall be located in the Third Layer of the Lot.
- (f) Vehicle access shall be kept in the rear of the property served by alleys or the rear lanes.
- (g) P3 shall be limited to 10% of the Development.
- (h) P1 and CS shall be more than 40% of the Development.
- (i) P4 and P5 shall make up the remaining 50% of the Development.
- (j) A VCD shall be structured by one Long Pedestrian Shed or Linear Pedestrian Shed and shall consist of no fewer than 13.6 acres and no more than 80 acres.

- (c) Applicants must dedicate sufficient right-of-way to the City for Streets and sidewalks, in accordance with the Master Transportation Plan. Typical Street right-of way widths are illustrated in this Section.
- (d) The City may require turn lanes and additional right-of-way beyond that shown in the applicable Street typical cross-section to accommodate turn lanes when warranted.

SEC. 7.2.004 MEASUREMENT OF STREETS & PUBLIC REALM

- (a) Face of Curb. All measurements of parking spaces and lane widths are taken from the Face of Curb and are inclusive of the gutter.
- (b) Pavement Markings. All measurements of parking spaces and lane widths are made to the center of pavement markings.

ARTICLE 7.3 STREET TYPES

- (a) A range of Streets Types have been provided which correspond back to the built environment they serve. Street Types were created in conjunction with all other B³ Code sections to promote long-term fiscal sustainability and a walkable environment. Each Street Type contains

characteristics which correspond with the Place Types and Building Types in the B³ Code.

- (b) The following Street illustrations are to be used as a guide when designing Streets for Neighborhood Regulating Plans or Zoning Concept Schemes and Infill Street designs. The Streets types are separated into two categories:

- (1) Primary Multimodal Streets (80' R.O.W.) - provide a higher degree of mobility than most of the grid **street** network by serving travel between major destinations or activity centers, as well as providing local cross-City route alternatives to the major highway routes. These Streets should be designed as walkable, low-to-moderate speed Thoroughfares that carry both through and local traffic, pedestrians, and bicyclists. These Streets are also important connections for primary goods movement and emergency response routes. These Streets will often require additional right-of-way than a typical **grid** connector, either for additional through travel lanes or for dedicated Pedestrian and bicycle facilities (Bastrop Master Transportation Plan).

- (2) Local Connector Streets (55.5' R.O.W.) - provide a higher degree of direct access to abutting property.



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-25, amending the Code of Ordinances related to Chapter 14, the B3 Technical Manual, by removing all references to the Mandatory Street Network and the Gridded Network; as shown in Exhibit A.

AGENDA ITEM SUBMITTED BY:

Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The City Council held a public hearing on March 4, 2025 and made a motion to approve to amend Chapter 14, the B3 Technical Manual, by removing all references to the Mandatory Street Network and the Gridded Network. The motion passed unanimously.

The Planning and Zoning Commission held a public hearing on February 17, 2025, and February 24, 2025, and recommended approval to amend Chapter 14, the B3 Technical Manual, by removing all references to the Mandatory Street Network and the Gridded Network. The motion passed 6-1.

The B3 code was adopted in November of 2019, and subsequently amended in April of 2022. With the adoption of the B3 code, the Technical Manual was introduced as a supporting development document.

A published notice was placed in the Elgin Courier on January 29th and sent mailed notices to all property owners within the City Limits and within 200 feet of City Limits, in accordance with the B3 Code Technical Manual.

The Planning and Zoning Commission held a public hearing on February 17, 2025 and February 24, 2025 and recommend approval with a vote six to one of the B3 Technical Manual text amendments.

As discussed in the prior public hearing, the Thoroughfare Plan lays out requirements for the gridded street network. The gridded street network requires 330' by 330' building block. This creates an overabundance of public streets and creates more maintenance requirements for the City to fund. This amendment is a change not to the B3 code, but rather it's accompanied by the Technical Manual. A change in one creates a change in the other.

The proposed amendments are as follows:

1. Amend ARTICLE 1.2 DEVELOPMENT PROCEDURES, Section. 1.2.003 DEVELOPMENT PROCESS, (c) (1) (C)

- Remove Mandatory reference to Mandatory Street Network from: “(C) Placement of the **mandatory** street network and blocks.”

- B. A recommendation and subsequent decision from one or more of the following public hearing bodies:
- Zoning Board of Adjustment (ZBA),
 - City Council, and/or
 - Planning and Zoning Commission.
 - Refer to Table A for the specific review processes.
- (4) Application for construction document review and permits;
- (5) Inspections; and,
- (6) Certificate of Occupancy.
- (c) Detailed Development Process:
- (1) Step 1: Pre-development meeting and site visit:
- Development activities begin with a pre-development meeting request to the City. Go to the City of Bastrop website at <https://www.cityofbastrop.org/page/>
 - plan new development process, for pre-development application details and scheduling.
- B. The primary purpose of the pre-development meeting is for staff to help identify the scope of the development proposal, so that the City can determine the appropriate submittal requirements and process(es), including whether the development will require administrative or public approval.
- C. The site visit will:
- Identify the geographic center of the development;
 - Key features to be preserved on the lot(s);
 - The appropriate Development Patterns;
 - Environmental/ infrastructure constraints; and
 - Placement of the **mandatory** street network and blocks.
- (2) Step 2: Development application submittal and review:

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2. Amend section ARTICLE 2.3 NEIGHBORHOOD REGULATING PLANS, (e)

- Replace the grid reference to street network: “Neighborhood Regulating Plans using the Traditional Neighborhood Design (TND) pattern may use the downtown Bastrop **grid street network** blocks as helpful new neighborhood examples. See the Pattern Book for the Bastrop Block and other block examples.”

districts promote rural developments with less intense development standards.

- (e) Neighborhood Regulating Plans using the Traditional Neighborhood Design (TND) pattern may use the downtown Bastrop **grid street network** blocks as helpful new neighborhood examples. See the Pattern Book for the Bastrop Block and other block examples.
- (f) Neighborhood Regulating Plans in Character Districts will allow for Cluster Land Development (CLD), or Village Center Development (VCD); may create alternative designs to the block that best integrate with the existing site conditions. For more information on Development Patterns, see Chapter 5 - Development Patterns - in the B³ Code.
- (g) Creating a Neighborhood Regulating Plan is a three-step process. Specific requirements, standards, and recommendations are outlined in the Code and the pattern book and this B³ Technical Manual. Additional requirements and recommendations may be determined at pre-application meeting and site visit.
- (h) The specific standards for an application will be determined at the pre-application meeting.

- (i) A response will be issued by DRC to the applicant to summarize the pre-development meeting and site visit.

SEC. 2.3.001 STEP ONE: NEIGHBORHOOD REGULATING PLAN

- (a) Submission includes:

- (1) Legal description & geographic location [map](#);
- (2) Block and Place Type [designation](#);



Neighborhood Regulating Plan with 5 Neighborhoods
Rendering by Geoff Dyer

Page 42 of 81

3. Amend ARTICLE 2.3 NEIGHBORHOOD REGULATING PLANS, Section 2.3.001 STEP ONE: NEIGHBORHOOD REGULATING PLAN, (a) – (4) A, (5) B, and (6)
 - (4) A – Add clarity to reference: “The street network plan must show existing streets and the transition Street Types into the proposed neighborhood, **in accordance with the Transportation Masterplan.**”
 - (5) B – Add clarity to reference: “Blocks with Street Types with wider than 55.5 feet of right-of-way can chose to create smaller blocks or propose to adjust the grid to accommodate the selected street network of Street Types, **if compliant with the Transportation Masterplan.**”
 - (6) Add clarity to reference: “Refer to the Transportation Masterplan and Thoroughfare Masterplan for **street network** requirements.”

(3) Demonstrate the structure of the proposed neighborhood based on the standards associated with the property.

- A. The proposed neighborhood must allocate a variety of Place Types on sites over 3.4 acres or per block of development, as defined in the B³ Code.
- B. Each block may vary in design. Natural conditions, physical barriers, special site features, or existing development shall be used to inform the patterns of the block. See the Pattern Book for alternative block configurations.

(4) Street Network:

- A. The street network plan must show existing streets and the transition Street Types into the proposed neighborhood, in accordance with the Transportation Masterplan.
- B. A network of streets shall show streets to and through the development.

(5) Street Types:

- A. Each Street Type is scaled proportional to the associated Place Types and Building Types.

B. Blocks with Street Types with wider than 55.5 feet of right-of-way can choose to create smaller blocks or propose to adjust the grid to accommodate the selected street network of Street Types, if compliant with the Transportation Masterplan.

C. Blocks with Street Types wider than 55.5 ft of right-of-way must also demonstrate the fiscal sustainability of the requested Place Types and Street Types.

D. Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete Blocks may be exempt from Block Face length and Block perimeter requirements by Warrant.

(6) Refer to the Transportation Masterplan and Thoroughfare Masterplan for street network requirements, if applicable.

SEC. 2.3.002 STEP TWO: SUBDIVISION PLAT SUBMITTAL

- (a) Subdivision Plat.
- (b) See Chapter 1 - Subdivisions of the B³ Codes.

FISCAL IMPACT:

None

RECOMMENDATION:

Recommend the amendments proposed by staff to remove all references to the mandatory street network and the gridded street network.

ATTACHMENTS:

1. Ordinance No. 2025-25
2. Exhibit A – Redline B3 Technical Manual

ORDINANCE NO. 2025-25

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE (B3) TECHNICAL MANUAL, BY REMOVING ALL REFERENCES TO THE MANDATORY STREET NETWORK AND GRIDDED NETWORK; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

WHEREAS, these amendments are to remove references of the gridded street network to create cohesion in other areas of the code that are also in line to be modified with previously adopted ordinances; and

WHEREAS, the Planning and Zoning Commission held a public hearing on February 17, 2025 and February 24, 2025, and recommended approval with a vote, six to one to recommend these B3 Technical Manual text amendments at the February 24, 2025 meeting; and

WHEREAS, notice of the public hearing to consider the amendments to the Code of Ordinances was published on January 29, 2025, and the City held a public hearing and conducted the first reading for City Council on March 4, 2025; and

WHEREAS, the City Council find that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the

Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.
- Section 2.** The City of Bastrop authorizes the amendment to the (B3) Technical Manual, Section 1.2.003 and Section 2.3.001 of the Bastrop Building Block Technical Manual is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.
- Section 3.** Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.
- Section 4.** Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 5.** Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.
- Section 6.** Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading on this the 4th day of March 2025.

READ & ADOPTED on Second Reading on this the 11th day of March 2025.

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit A

B. A recommendation and subsequent decision from one or more of the following public hearing bodies:

- i. Zoning Board of Adjustment (ZBA),
- ii. City Council, and/or
- iii. Planning and Zoning Commission.
- iv. Refer to Table A for the specific review processes.

(4) Application for construction document review and permits;

(5) Inspections; and,

(6) Certificate of Occupancy.

(c) Detailed Development Process:

(1) Step 1: Pre-development meeting and site visit:

A. Development activities begin with a pre-development meeting request to the City. Go to the City of Bastrop website at <https://www.cityofbastrop.org/page/>

plan. new development process for pre-development application details and scheduling.

B. The primary purpose of the pre-development meeting is for staff to help identify the scope of the development proposal, so that the City can determine the appropriate submittal requirements and process(es), including whether the development will require administrative or public approval.

C. The site visit will:

i. Identify the geographic center of the development;

ii. Key features to be preserved on the lot(s);

iii. The appropriate Development Patterns;

iv. Environmental/ infrastructure constraints; and

v. Placement of the **mandatory** street network and blocks.

(2) Step 2: Development application submittal and review:

districts promote rural developments with less intense development standards.

- (e) Neighborhood Regulating Plans using the Traditional Neighborhood Design (TND) pattern may use the downtown Bastrop ~~grid~~ **street network** blocks as helpful new neighborhood examples. See the Pattern Book for the Bastrop Block and other block examples.
- (f) Neighborhood Regulating Plans in Character Districts will allow for Cluster Land Development (CLD), or Village Center Development (VCD); may create alternative designs to the block that best integrate with the existing site conditions. For more information on Development Patterns, see Chapter 5 - Development Patterns - in the B³ Code.
- (g) Creating a Neighborhood Regulating Plan is a three-step process. Specific requirements, standards, and recommendations are outlined in the Code and the pattern book and this B³ Technical Manual. Additional requirements and recommendations may be determined at pre-application meeting and site visit.
- (h) The specific standards for an application will be determined at the pre-application meeting.

- (i) A response will be issued by DRC to the applicant to summarize the pre-development meeting and site visit.

SEC. 2.3.001 STEP ONE: NEIGHBORHOOD REGULATING PLAN

- (a) Submission includes:
 - (1) Legal description & geographic location map;
 - (2) Block and Place Type designation;



Neighborhood Regulating Plan with 5 Neighborhoods
Rendering by Geoff Dyer

Exhibit A

(3) Demonstrate the structure of the proposed neighborhood based on the standards associated with the property.

- A. The proposed neighborhood must allocate a variety of Place Types on sites over 3.4 acres or per block of development, as defined in the B³ Code.
- B. Each block may vary in design. Natural conditions, physical barriers, special site features, or existing development shall be used to inform the patterns of the block. See the Pattern Book for alternative block configurations.

(4) Street Network:

- A. The street network plan must show existing streets and the transition Street Types into the proposed neighborhood, in accordance with the Transportation Masterplan.
- B. A network of streets shall show streets to and through the development.

(5) Street Types:

- A. Each Street Type is scaled propositional to the associated Place Types and Building Types.

B. Blocks with Street Types with wider than 55.5 feet of right-of-way can chose to create smaller blocks or propose to adjust the grid to accommodate the selected street network of Street Types, if compliant with the Transportation Masterplan.

C. Blocks with Street Types wider than 55.5 ft of right-of- way must also demonstrate the fiscal sustainability of the requested Place Types and Street Types.

D. Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete Blocks may be exempt from Block Face length and Block perimeter requirements by Warrant.

(6) Refer to the Transportation Masterplan and Thoroughfare Masterplan for street network requirements, if applicable.

SEC. 2.3.002 STEP TWO: SUBDIVISION PLAT SUBMITTAL

(a) Subdivision Plat.

(b) See Chapter 1 - Subdivisions of the B³ Codes.



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-26, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, by removing duplexes as an allowable building type in P2 and P3.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The B3 Code was adopted in November of 2019. The B3 Code is a New Urbanism code that is designed to urbanize what was once a semi-rural community. The B3 Code does this by promoting no minimum lot standards and the construction of multi-family product types, such as duplexes, in traditional single-family neighborhoods. This is a deviation from the traditional fabric of most of the neighborhoods in Historic Bastrop.

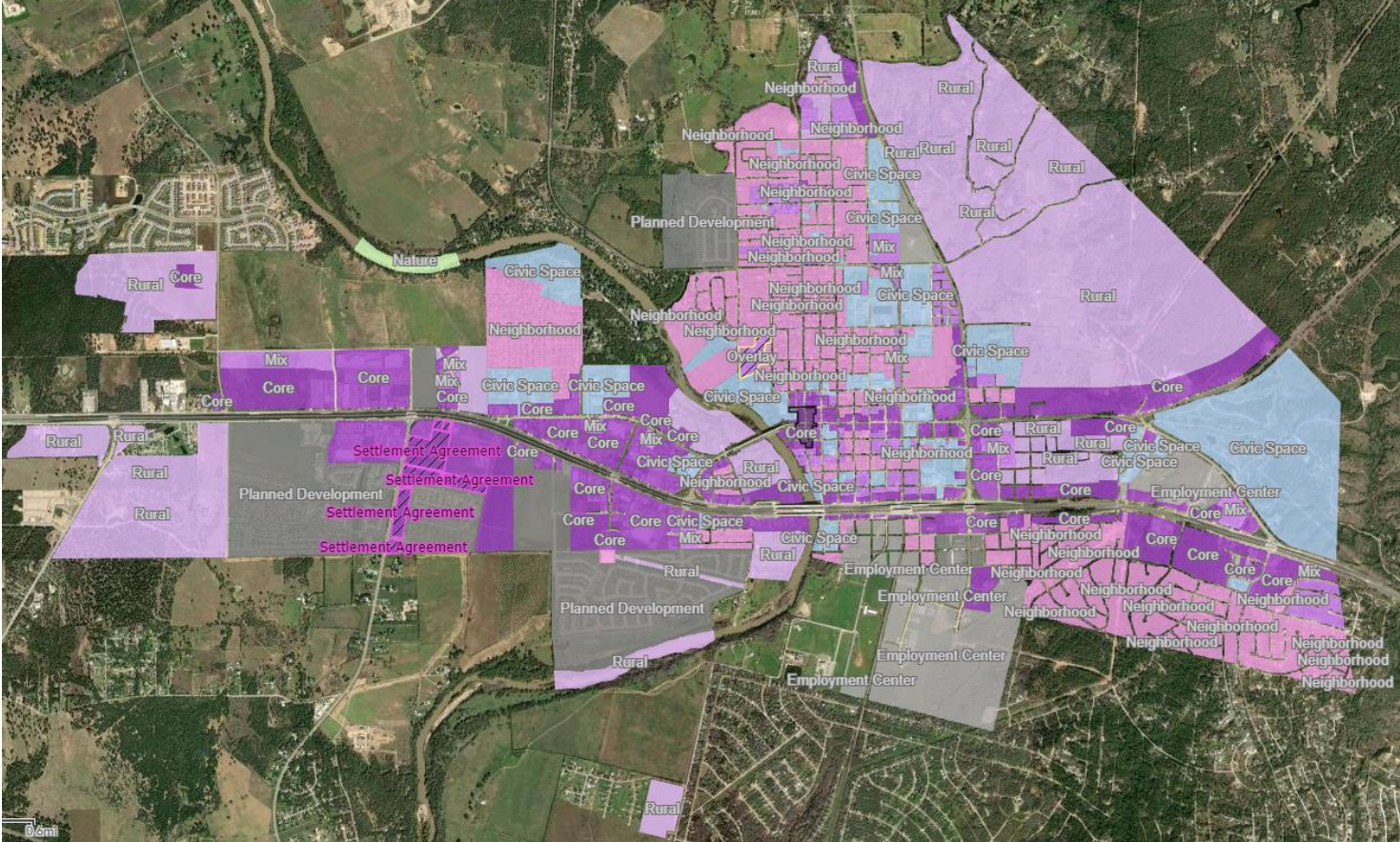
Traditional Single-family Neighborhood on Pecan Street, where duplexes are now allowed by right:



Since adopting the B3 Code, a development pressure from Austin, many investors have begun to view Bastrop as the next gold boom. No minimum lot sizes and smaller housing types create an environment that does all but protect Bastrop.

Therefore, at the request of residents, staff is looking to bring forward amendments to the B3 Code that will help protect Bastrop's residential integrity by establishing standards that limit further urbanization of the city's core residential neighborhoods. Essentially, the desire of the community is to keep Bastrop looking authentic by preserving what's already in place.

The proposed amendment would remove the ability for duplexes to be constructed in P2 and P3, which are the more traditional single-family neighborhoods. Adopting this change will preclude what is more commonly understood to be a multi-family housing type from being built in a traditional single-family neighborhood. This change is in line with the recommendation that was received from Council at the March 4, 2025 City Council Meeting.



Zoning Map depicting P2 (Rural) and P3 (Neighborhood) locations that would be affected by the proposed changes.

FISCAL IMPACT:

None.

PUBLIC NOTICE:

A published notice was placed in the Elgin Courier on January 29th and sent mailed notices to all property owners within the City Limits and within 200 feet of City Limits, in accordance with the B3 Code Technical Manual.

PLANNING AND ZONING COMMISSION:

The proposed ordinance changes were presented to the Planning and Zoning Commission on Monday, February 17, 2025. The Planning and Zoning Commission remanded the changes back to Staff and requested Staff bring forth an alternative proposal with a vote of 4 to 2.

The proposed ordinance changes were presented to the Planning and Zoning Commission again on Monday, February 25, 2025. The Planning and Zoning Commission recommended approval of the revised proposed changes to the ordinance which would prohibit duplexes in P2 and require a Conditional Use Permit for duplexes in P3 with a unanimous vote.

CITY COUNCIL:

The proposed ordinance changes were presented to the Council on Tuesday, March 4, 2025. The Council voted to approve the proposed changes to P2 as written with the amendment that duplexes also be removed as an allowable form from P3, and to remove the option for a Conditional Use Permit to allow duplexes in P3 with a unanimous vote.

RECOMMENDATION:

Take action on the second reading of Ordinance No. 2025-26, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, by removing duplexes as an allowable building type in P2 and P3.

ATTACHMENTS:

1. Ordinance No. 2025-26
2. Exhibit A: Proposed changes to the Bastrop Building Block (B3) Code

ORDINANCE NO. 2025-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES, CHAPTER 14, BASTROP BUILDING BLOCK (B3) CODE, BY REMOVING DUPLEXES AS AN ALLOWABLE BUILDING TYPE IN P2 AND P3; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

WHEREAS, this amendment seeks to remove duplexes as an allowable building type in P2 and in P3 in order to better facilitate the management of future development within the city limits of Bastrop;

WHEREAS, the City Council finds that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. Findings of Fact. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment To Bastrop Building Block Code (B3). The Bastrop Building Code is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.

Section 3. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 4. Repealer. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 5. Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 6. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

Section 7. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading on this the 4th day of March 2025.

READ & ADOPTED on Second Reading on this the 11th day of March 2025.

APPROVED:

by: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Item 9D.

	P1	P2	P3	P4	P5	EC
COURT	NP	NP	P	P	P	P
CLOSE	NP	NP	P	P	P	P
BUILDING TYPES - ARTICLE 6.5						
REARYARD						
COMMERCIAL	NP	NP	NP	NP	P	P
APARTMENT	NP	NP	NP	P**	P	P
ROWHOUSE	NP	NP	NP	P	P	P
SIDEYARD						
SIDEYARD	NP	NP	NP	P	P	P
COURTYARD						
COURTYARD HOUSE	NP	NP	NP	P	P	P
COURTYARD APARTMENT BUILDING	NP	NP	NP	P**	P	P
EDGEYARD						
RANCH HOUSE, VILLA	NP	P	P	NP	NP	NP
HOUSE	NP	P	P	P	NP	NP
DUPLEX	NP	<u>NP P</u>	<u>NP P</u>	P	NP	NP
TRIPLEX, FOURPLEX	NP	NP	NP	P	NP	NP
ENCROACHMENT TYPES - SEC. 6.5.002						

** SEE PLACE TYPE OVERLAYS BLANK= BY WARRANT P = PERMITTED NP = NOT PERMITTED

SEC 6.5.001 PERMITTED BUILDING TYPES PER PLACE TYPE

	P1	P2	P3	P4	P5
A: REARYARD					
COMMERCIAL BUILDING	NP	NP	NP	NP	P
APARTMENT BUILDING	NP	NP	NP	P**	P
ROWHOUSE	NP	NP	NP	P	P
B: SIDEYARD					
SIDEYARD	NP	NP	NP	P	P
C: COURTYARD					
COURTYARD HOUSE	NP	NP	NP	P	P
COURTYARD APARTMENT BUILDING	NP	NP	NP	P**	P
D: EDGEYARD					
RANCH HOUSE, VILLA	NP	P	P	NP	NP
HOUSE	NP	P	P	P	NP
DUPLEX	NP	<u>NP,P</u>	<u>NP,P</u>	P	NP
TRIPLEX, FOURPLEX	NP	NP	NP	P	NP

P** SEE OVERLAY DISTRICTS P = PERMITTED NP = NOT PERMITTED



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-22, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Build-to-Line standards in P2 and P3, and adopting a First Layer Setback in P2 and P3.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The B3 code was adopted in November of 2019. The B3 Code, in its purest form, is a code that was designed to urbanize what was once a semi-rural community. The B3 code is based on New Urbanism principles that seek to reduce reliance on the automobile.

“The City will.....Create a framework of transit, Pedestrian, and bicycle systems that provide alternatives to the automobile” B3 Code Intent, Page 12 of 249

Denser development via no lot size minimums, and prior to this year, zero parking requirements.

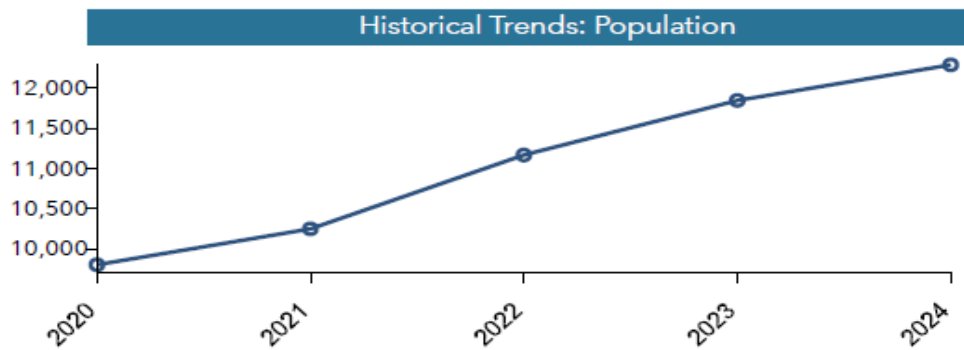
Intent: Parking shall not be the driver of Site planning. The Standards in the Code support this notion through limited and eliminating parking. The intent of building a walkable, bikeable, and an easily navigable City means all mode of transportation are available to reduce the reliance on the car. Chapter 6, Section 6.3.006 B3 Code

The B3 Code also encourages residential structures in traditional single-family neighborhoods to be placed close to the front property line to encourage alley parking

“The preferred means of vehicular access to lots is through the use of Alleys. Alleys provide a location to hide unsightly functions of our communities such as garages, garbage cans, transformers, electric meters, and telephone equipment” Sec. 6.3.005 B3 Code

These standards in the B3 Code only add to further remove the traditional semi-rural landscape that was once authentic Bastrop.

In addition to the urbanized code standards in the B3 Code, the city has also seen immense development pressure since its adoption in 2019. From 2016 to 2023, Bastrop’s population grew by approximately 34.3%. With the increased growth from Austin to the west, the availability of large land parcels, the availability of water, and abundant natural resources, the growth shows no signs of slowing.



Since adopting the B3 Code, and experiencing the pressure of growth in the community, the citizens of Bastrop have begun to identify certain aspects of the B3 Code that do not truly align with the authentic Bastrop. One consistently conveyed request Staff has received is to put measures in place that will protect the traditional semi-rural neighborhood fabric of Bastrop from the unbridled densification of residential neighborhoods that are currently allowed in the B3 Code.

Proposed amendments to the B3 code are aimed at protecting Bastrop's residential integrity by establishing standards that limit further urbanization and to keep Bastrop looking authentic by preserving what's already in place.

For instance, in a traditional Single-family Neighborhood (P3), such as this one bounded by Buttonwood, Main, Church, and Farm Street, structures are encouraged to be placed **10' - 25'** from the front property line.



However, as you can see from the image above, the current metric of **10' – 25'** in P3 does not mirror the built environment of many of the neighborhoods that make up authentic Bastrop.

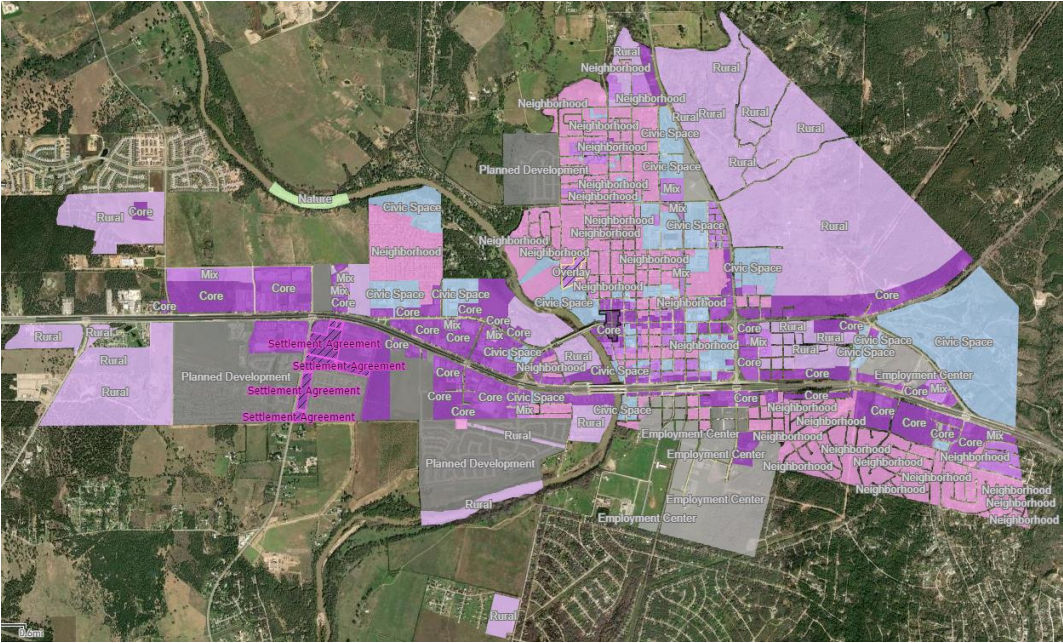
The same goes for P2, where structures are currently encouraged to be as close as 10' from the front property line in a zoning designation meant for rural residential properties. Below is the P2

neighborhood located along Piney Ridge Drive. As you can see contextually, 10' does not mirror the authentic build environment of P2.



Therefore, the Staff is proposing to establish that the Build-to-Line in the P2 and P3 Place Types be 25 feet on undeveloped lots, and will add a definition to the B3 Code to clearly identify what qualifies as an undeveloped lot. And all other lots will adhere to the First Layer Setback. These code changes are reflective of the recommendation the Planning and Zoning Commission gave to Staff at the February 24, 2025 Planning and Zoning Commission Meeting; and of the recommendation the Council gave to Staff at the March 4, 2025 Special City Council Meeting.

Zoning Map depicting P2 (Rural) and P3 (Neighborhood) locations that would be affected by the proposed changes.



FISCAL IMPACT:

None.

PUBLIC NOTICE:

A published notice was placed in the Elgin Courier on January 29th and sent mailed notices to all property owners within the City Limits and within 200 feet of City Limits, in accordance with the B3 Code Technical Manual.

PLANNING AND ZONING COMMISSION:

The proposed ordinance changes were presented to the Planning and Zoning Commission on Monday, February 17, 2025. The Planning and Zoning Commission recommended approval of the proposed changes to the ordinance with a unanimous vote.

The proposed ordinance changes were presented to the Planning and Zoning Commission again on Monday, February 25, 2025. The Planning and Zoning Commission recommended approval of the proposed changes with the following modifications; undeveloped lots in P2 and P3 shall have a minimum of a 25-foot Build-to-Line, and lots being redeveloped shall adhere to the First Layer Setback with a unanimous vote.

CITY COUNCIL:

The proposed ordinance changes were presented to Council on Tuesday, March 4, 2025. The Council recommended approval of the proposed changes to the ordinance with an amendment to also include a definition for undeveloped lots with a unanimous vote.

RECOMMENDATION:

Take action on the second reading of Ordinance No. 2025-22, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Build-to-Line standards in P2 and P3, and adopting a First Layer Setback in P2 and P3.

ATTACHMENTS:

1. Ordinance No. 2025-22
2. Exhibit A: Proposed code changes to the Bastrop Building Block (B3) Code

ORDINANCE NO. 2025-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES, CHAPTER 14, BASTROP BUILDING BLOCK (B3) CODE, BUILD-TO-LINE STANDARDS IN P2 AND P3, AND ADOPTING A FIRST LAYER SETBACK IN P2 AND P3; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

WHEREAS, this amendment seeks to amend the Build-to-Line and establish a First Layer Setback in the P2 and P3 Place Types in order to better facilitate the management of future development within the city limits of Bastrop;

WHEREAS, the City Council finds that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. Findings of Fact. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment To Bastrop Building Block Code (B3). The Bastrop Building Code is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.

Section 3. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 4. Repealer. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 5. Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 6. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

Section 7. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading on this the 4th day of March 2025.

READ & ADOPTED on Second Reading on this the 11th day of March 2025.

APPROVED:

by: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Item 9E.

	P1	P2	P3	P4	P5	EC
PORCH	NP	P	P	P	NP	NP
DOORYARD	NP	NP	NP	P	P	P
TERRACE	NP	NP	NP	P	P	P
STOOP	NP	P	NP	P	P	P
LIGHTWELL	NP	NP	NP	P	P	P
GALLERY	NP	NP	NP	P	P	P
ARCADE	NP	NP	NP	NP	P	P
LOT OCCUPATION - SEC. 6.3.008						
LOT COVERAGE		40% max	60% max	70% max	80% max	80% max
BUILDING FRONTAGE AT BUILD-TO-LINE		40% min	40% min	60% min	80% min	80% min
BUILD-TO-LINE		25 ft *	25 ft *	5 ft - 15 ft	2 ft - 15 ft	
<u>MINIMUM LOT SIZE</u>		<u>1 acres***</u>	<u>0.33 acres***</u>			
<u>FIRST LAYER SETBACK</u>		<u>Built Environment**</u>	<u>Built Environment**</u>			

* Only applicable to **undeveloped lots** in P2 & P3, an **undeveloped lot** shall mean a lot that is raw land and not a part of any preexisting neighborhood, all other lots shall adhere to the **First Layer Setback**

**The First Layer Setback shall be the average of the front yard setback of two (2) lots to the right and two lots to the left, +/-5 ft.

***For lots not compatible with the minimum lot size please see Section 2.4.001

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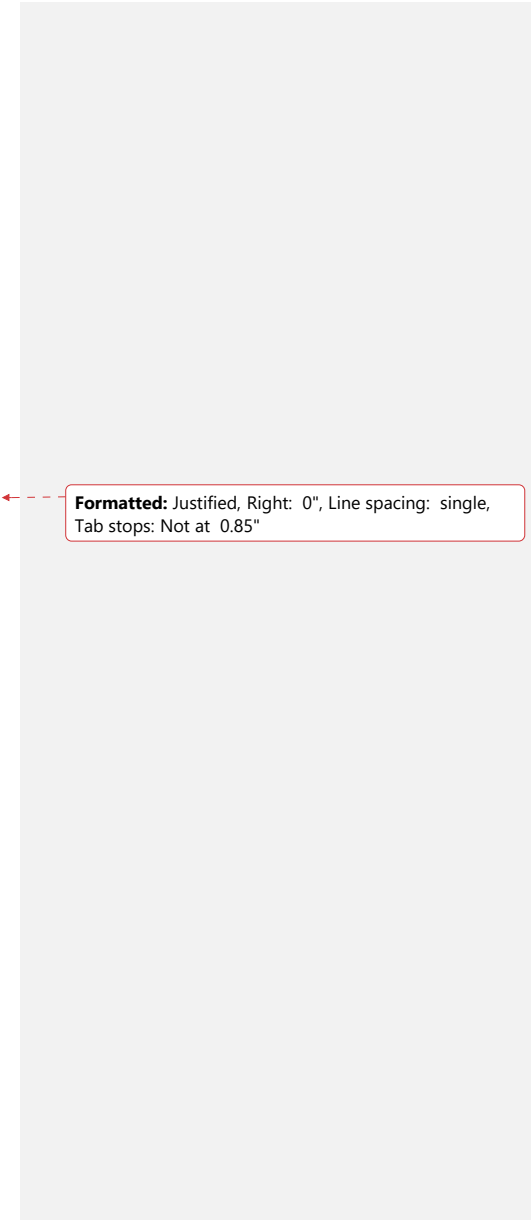
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SEC. 6.3.003 BUILDING PLACEMENT

(a) Principal buildings shall be positioned on a Lot in accordance with Section 6.5.003 Building Standards per Place Type.

(1) The First Layer, also known as the First Layer Setback in P2 and P3, is the area of land between the Frontage Line and the Build-to-Line. The First Layer is measured from the Frontage Line.

(+) the First Layer Setback shall be the average of the of the two (2) lots to the right and two lots to the left, with the ability to vary by +/-5 feet from the average.



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ARTICLE 6.4 LOT STRUCTURE DESCRIPTION & DIAGRAM

BUILDINGS	
Principal Building	The main Building on a Lot.
Accessory Structures	A secondary Building usually located toward the rear of the same Lot as a Principal Building such as a garage, carport, or workshop and may include a dwelling unit, but no more than two per Lot.
LOT LAYERS	
First Layer	The area of a Lot from the Frontage Line to the Facade of the Principal Building, for P2 and P3 see B3 Development Table for Standards, Lot Occupation - Sec. 6.3.008.
Second Layer	The area of a Lot set behind the First Layer to a depth of 20 feet in all Place Types.
Third Layer	The area of a Lot set behind the Second Layer and extending to the rear Lot Line.
LOT	
Build-to-Line	The minimum percentage of the front Building Facade that must be located within the First Layer.
Lot Width	The length of the Principal Frontage Line of a Lot.
Frontage Line	Where the Property Line meets R.O.W.
Rear Lot Line	Where the Property Line meets Alley R.O.W. or an adjoining side/ rear property line.

SEC. 6.5.003 BUILDING STANDARDS PER PLACE TYPE

Place Types	P1	P2	P3	P4	P5
A. LOT OCCUPATION					
Lot Coverage		40% max	60% max	70% max	80% max
Facade Buildout at Build-to-Line		40% min	40% min	60% min	80% min
Build-to-Line		25 ft*	25 ft*	5 ft - 15 ft	2 ft - 15 ft
<u>Minimum Lot Size</u>		<u>1 acres***</u>	<u>0.33 acres***</u>		
<u>First Layer Setback</u>		<u>B.E.**</u>	<u>B.E.**</u>		

* Only applicable to **undeveloped lots** in P2 & P3, an **undeveloped lot** shall mean a lot that is raw land and not a part of any preexisting neighborhood, all other lots shall adhere to the First Layer Setback.

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***For lots not compatible with the minimum lot size please see Section 2.4.001

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STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-21, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Minimum Lot Sizes in P2 and P3.

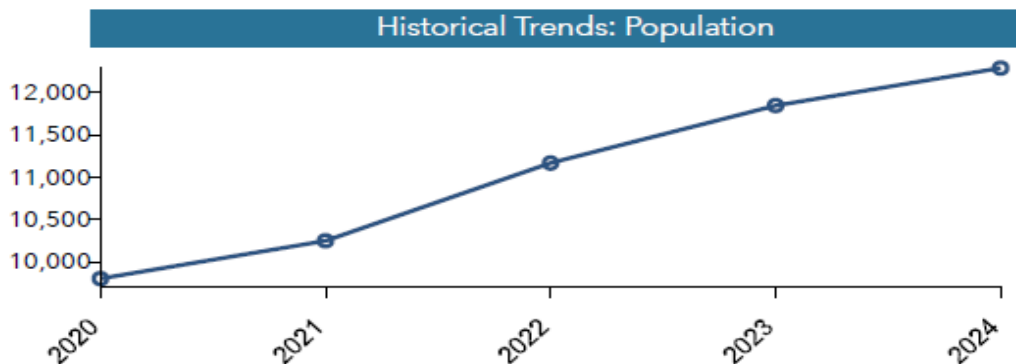
AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, CM, ICMA-CM, CPM

BACKGROUND/HISTORY:

The B3 code was adopted in November of 2019. The B3 Code, is a code rooted in New Urbanism. New Urbanism seeks to create walkable and denser communities where walking or other non-automobile forms are the preferred method of transportation. The B3 is a code that was designed to urbanize what was once a semi-rural community. For example, the B3 Code promotes no minimum lot standards and the construction of multi-family product types, such as duplexes, in traditional single-family neighborhoods. In addition to this, the B3 Code also encourages residential structures in traditional single-family neighborhoods to be placed close to the front property line. These standards in the B3 Code only add to further remove the traditional semi-rural landscape that was once authentic Bastrop.

In addition to the urbanized code standards in the B3 Code, the city has also seen immense development pressure since its adoption in 2019. From 2016 to 2023, Bastrop's population grew by approximately 34.3%. With the increased growth from Austin to the west, the availability of large land parcels, the availability of water, and abundant natural resources, the growth shows no signs of slowing.



Since adopting the B3 Code, and experiencing the pressure of growth in the community, the citizens of Bastrop have begun to identify certain aspects of the B3 Code that do not truly align with the authentic Bastrop. One consistently conveyed request Staff has received is to put

measures in place that will protect the traditional semi-rural neighborhood fabric of Bastrop from the unbridled densification of residential neighborhoods that are currently allowed in the B3 Code.

Essentially, the desire of the community is to keep Bastrop looking authentic by preserving what's already in place.

To accomplish this, staff is proposing is to establish a minimum lot size for the P2 and P3 Place Types, which are the more traditional single-family neighborhoods, that will be based on a metric that is driven by the current average lot size of all P2 and P3 lots within the City of Bastrop. To put it more simply, P2 and P3 should look no different that what is currently in place. This provides some predictability to existing residents that their neighborhood will not face transition to tiny homes, or other dense product types.

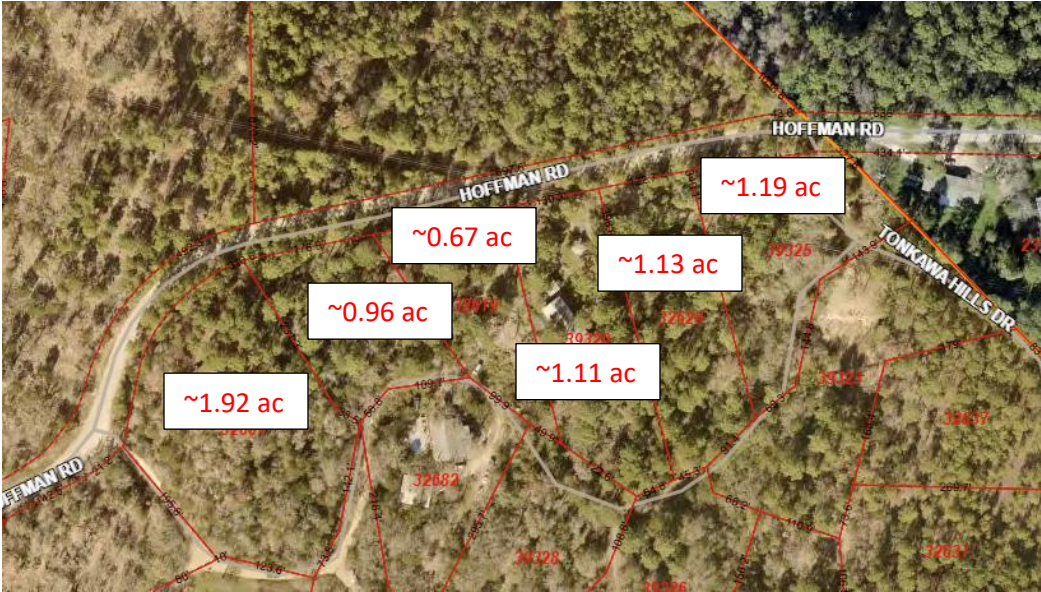
This statistical analysis was obtained from a Geographic Information System (GIS) analysis of all of the P2 and P3 lots within the city.

The analysis of the average lot size for P2 lots was found to be between 1 and 1.3 acres. Staff is recommending that the minimum lot size for P2 be 1 acre to have a clean, consistent metric.

TrimAvg 10%	TrimAvg 20%
1.293	1.018
1.358	1.070

(Avg of the Middle 90% of data) (Avg of the Middle 80% of data)

For instance, in this traditional P2 single-family neighborhood along Hoffman Road Street, the average lot size is +/-1.16 acres.

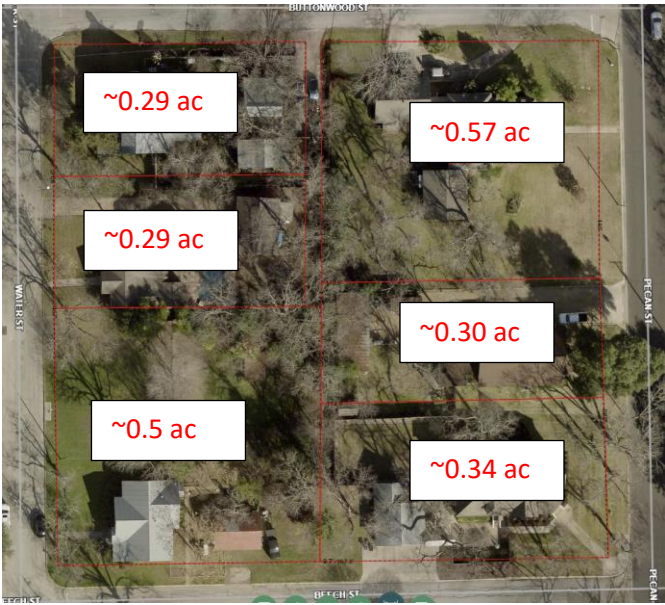


The analysis of the average lot size for P3 was found to be 0.30 acres. Staff is recommending that the minimum lot size in P3 be 0.33 acres to have a more consistent metric of approximately 3 lots per acre.

TrimAvg 10%	TrimAvg 20%
0.316	0.301
0.319	0.304

(Avg of the Middle 90% of data) (Avg of the Middle 80% of data)

For instance, in this traditional P3 single-family neighborhood, such as this one bounded by Buttonwood, Water, Beech, and Pecan Street, the average lot size is +/-0.38 acres.



Currently, with no minimum lot size in place, there is no way to truly create predictability within residential neighborhoods for what the expectation can be for the built environment in the future. Residents are seeking predictability in their already established neighborhoods.

These changes affect all P2 and P3 zones, however, if a new residential development would like to build a different or denser product in an undeveloped area of town, and they can build and sustain the necessary infrastructure, then a tool currently exists which allows them to seek administrative relief through the codes via a Planned Development District (PDD).

Mitigating Unintended Consequences for Existing Residents

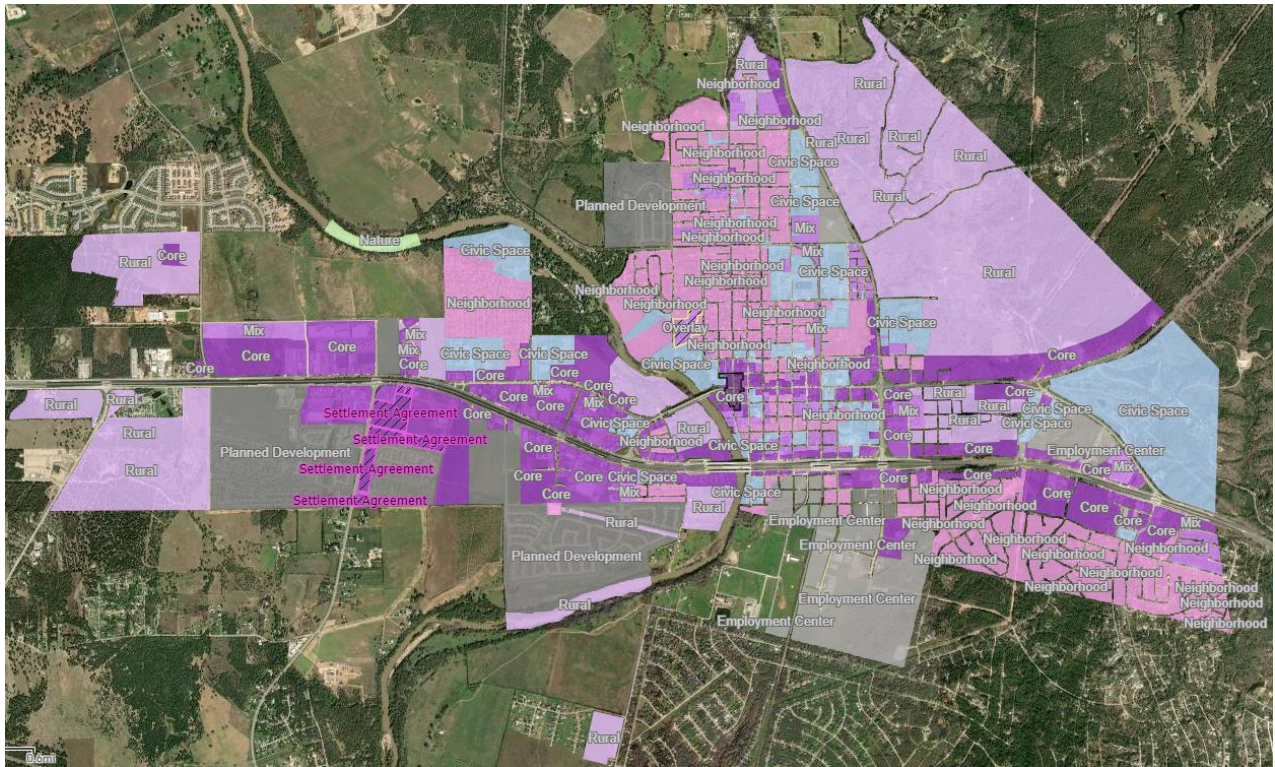
In addition to proposing the minimum lot size of 0.33 acres for P3 and a minimum lot size of 1 acre for P2, Staff is also proposing language that will give citizens the opportunity to mirror their built environment in the lots in that area do not explicitly fall in line with the proposed standards by amending **Section 2.4.001 – Nonconforming Uses and Structure** to include **Lots**:

SEC. 2.4.001 NONCONFORMING USES, STRUCTURES, AND LOTS

(4) No nonconforming use, ~~or~~ ~~S~~ structure, or lot may be expanded, further subdivided, reoccupied with another nonconforming use, or increased as of the effective date of this Code, unless:

- A. An application is authorized by the ZBA;
- B. An application is administratively approved by the Director of Development Services if;
 - (1) Properties within 500 feet of the adjacent structures **or lots** have similar encroachments, building standards, setbacks, ~~or~~ build-to-lines, **or lot sizes** and the application is generally consistent with the surrounding built environment; or
 - (2) The application is for an Accessory Structure that does not directly increase or expand the characteristics that render the use or structure nonconforming;
 - (3) The expansion to the structure does not directly increase or expand the characteristics that render the use or structure nonconforming.

Zoning Map depicting P2 (Rural) and P3 (Neighborhood) locations that would be affected by the proposed changes.



FISCAL IMPACT:

None.

PUBLIC NOTICE:

A published notice was placed in the Elgin Courier on January 29th and sent mailed notices to all property owners within the City Limits and within 200 feet of City Limits, in accordance with the B3 Code Technical Manual.

PLANNING AND ZONING COMMISSION:

The proposed ordinance changes were presented to the Planning and Zoning Commission on Monday, February 17, 2025. The Planning and Zoning Commission recommended approval of the proposed changes to the ordinance with a vote of 5 to 1.

The proposed ordinance changes were presented to the Planning and Zoning Commission again on Monday, February 25, 2025. The Planning and Zoning Commission recommended approval of the proposed changes to the ordinance with a vote of 6 to 1.

PLANNING AND ZONING COMMISSION:

The proposed ordinance changes were presented to the Council on Tuesday, March 4, 2025. The Council recommended approval of the proposed changes to the ordinance with a unanimous vote.

RECOMMENDATION:

Take action on the second reading of Ordinance No. 2025-21, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Minimum Lot Sizes in P2 and P3.

ATTACHMENTS:

1. Ordinance No. 2025-21
2. Exhibit A: Proposed changes to Bastrop Building Block (B3) Code

ORDINANCE NO. 2025-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES, CHAPTER 14, BASTROP BUILDING BLOCK (B3) CODE, MINIMUM LOT SIZES IN P2 AND P3; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

WHEREAS, this amendment seeks to establish a minimum lot size for the P2 and P3 Place Types in order to better facilitate the management of future development within the city limits of Bastrop;

WHEREAS, the City Council finds that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. Findings of Fact. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment To Bastrop Building Block Code (B3). The Bastrop Building Code is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.

Section 3. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 4. Repealer. This Ordinance shall be and is hereby cumulative of all other

ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 5. Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 6. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

Section 7. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading on this the 4th day of March 2025.

READ & ADOPTED on Second Reading on this the 11th day of March 2025.

APPROVED:

by: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Item 9F.

	P1	P2	P3	P4	P5	EC
PORCH	NP	P	P	P	NP	NP
DOORYARD	NP	NP	NP	P	P	P
TERRACE	NP	NP	NP	P	P	P
STOOP	NP	P	NP	P	P	P
LIGHTWELL	NP	NP	NP	P	P	P
GALLERY	NP	NP	NP	P	P	P
ARCADE	NP	NP	NP	NP	P	P
LOT OCCUPATION - SEC. 6.3.008						
LOT COVERAGE		40% max	60% max	70% max	80% max	80% max
BUILDING FRONTAGE AT BUILD-TO-LINE		40% min	40% min	60% min	80% min	80% min
BUILD-TO-LINE		25 ft *	25 ft *	5 ft - 15 ft	2 ft - 15 ft	
<u>MINIMUM LOT SIZE</u>		<u>1 acres***</u>	<u>0.33 acres***</u>			
<u>FIRST LAYER SETBACK</u>		<u>Built Environment**</u>	<u>Built Environment**</u>			

* Only applicable to **undeveloped lots** in P2 & P3, an **undeveloped lot** shall mean a lot that is raw land and not a part of any preexisting neighborhood, all other lots shall adhere to the **First Layer Setback**

**The First Layer Setback shall be the average of the front yard setback of two (2) lots to the right and two lots to the left, +/-5 ft.

***For lots not compatible with the minimum lot size please see Section 2.4.001

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(2) An Application for a building permit for any proposed use other than those specified in the "P2" District must be made to the Director of Planning & Development. If the Applicant shows that plans and other preparation for developing the property commenced prior to annexation by the City, as established by the Texas Local Government Code Chapter 43, City Council shall authorize the Construction of the Project by a majority vote.

SEC. 2.3.004 ANNUAL ADOPTION OF SCHEDULE OF UNIFORM SUBMITTAL DATES FOR SITE PLANS AND PLACE TYPE ZONING CHANGES

City Council will annually meet in September to adopt a Schedule of Uniform Submittal Dates in order to comply with Texas Local Government Code Chapter 211 for Zoning Changes, and Site Plan applications. The Schedule of Uniform Submittal Dates will include dates when applications will be accepted, when review for completeness checks will occur, when the Planning & Zoning Commission will meet, and/or when Administrative decisions by the Director of Planning & Development will occur.

.....
ARTICLE 2.4 ADMINISTRATION
.....

SEC. 2.4.001 NONCONFORMING USES, ~~AND~~ STRUCTURES, ~~AND~~ LOTS

- (a) Intent of Provisions
 - (1) Within the districts established by this Code or amendments thereto, exist lots, Structures, uses of land, and characteristics of use that were lawful before this Code was enacted, amended or otherwise made applicable to such lots, Structures or uses, but that do not now conform to the Standards of the Code where they are located. It is the intent of this Code to permit such nonconforming lots, Structures or uses to continue, as long as the conditions within this Section and other applicable sections are met.
 - (2) It is further the intent of this ordinance that nonconforming uses shall not be enlarged upon, expanded or extended, intensified and not be used as a basis for adding other Structures or uses prohibited elsewhere in the same district.
 - (3) Nonconforming uses are hereby declared to be incompatible with the permitted uses in the districts involved.

considered to have been abandoned. Manufactured homes and mobile homes may be replaced once per the Texas Occupations Code.

(4) No nonconforming use, ~~or~~ structure, or lot may be expanded, further subdivided, reoccupied with another nonconforming use, or increased as of the effective date of this Code, unless:

- A. An application is authorized by the ZBA;
- B. An application is administratively approved by the Director of Development Services if;

*(1) Properties within 500 feet of the adjacent structures or lots have similar encroachments, building standards, setbacks, ~~or~~ build-to-lines, or lot sizes and the application is generally consistent with the surrounding built environment; or

*(2) The application is for an Accessory Structure that does not directly increase or expand the characteristics that render the use or structure nonconforming;

*(3) The expansion to the structure does not directly increase or expand the characteristics that render the use or structure nonconforming.

(5) Conforming Residential uses on platted lots approved prior to this Code, that may now be nonconforming due to stricter Standards, shall be deemed in conformance with this Code as long as the use of the Lot is allowed in the respective district.

(6) Any existing vacant Lot platted prior to the adoption of this Code, that was legally conforming, shall be deemed a conforming Lot subject to the provisions applicable to Lots of Records as defined in Sec. 1.3.013.

(d) Changing Nonconforming Use:

(1) An expansion of a nonconforming Structure is allowed in accordance with the following:

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SEC. 6.5.003 BUILDING STANDARDS PER PLACE TYPE

Place Types	P1	P2	P3	P4	P5
A. LOT OCCUPATION					
Lot Coverage		40% max	60% max	70% max	80% max
Facade Buildout at Build-to-Line		40% min	40% min	60% min	80% min
Build-to-Line		25 ft*	25 ft*	5 ft - 15 ft	2 ft - 15 ft
<u>Minimum Lot Size</u>		<u>1 acres***</u>	<u>0.33 acres***</u>		
<u>First Layer Setback</u>		<u>B.E.**</u>	<u>B.E.**</u>		

* Only applicable to **undeveloped lots** in P2 & P3, an **undeveloped lot** shall mean a lot that is raw land and not a part of any preexisting neighborhood, all other lots shall adhere to the First Layer Setback.

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STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-19, amending the Bastrop Code of Ordinances, Chapter 10 – Subdivisions, by enacting Article 10.01 titled “Parkland Dedication and Park Enrichment Fund,” Sections 10.01.001 – 10.01.014.

AGENDA ITEM SUBMITTED BY:

Vivianna Nicole Andres, Assistant to the City Manager

BACKGROUND/HISTORY:

The B3 code was adopted in November of 2019. With the adoption of the B3 Code came a new zoning designation titled “Civic Space”. This zoning designation is intended to encapsulate not only parkland, but also governmental uses, schools, plazas, courtyards, etc.

	P1	P2	P3	P4	P5	EC
CIVIC SPACE - ARTICLE 7.5						
PARK	P	P	P	NP	NP	NP
GREEN	NP	NP	P	P	P	P
SQUARE	NP	NP	NP	P	P	P
PLAZA	NP	NP	NP	NP	P	P
PLAYGROUND	P	P	P	P	P	P
COMMERCIAL PLACE	NP	NP	NP	P	P	P
POCKET PARK	NP	NP	P	P	P	P
COURT	NP	NP	P	P	P	P
CLOSE	NP	NP	P	P	P	P

Requirements also established a concept called Pedestrian Sheds. Pedestrian Sheds are meant to be ¼ mile radiuses within the city limits (approximately 80 acres or six Farm Lots) that have a certain percentage requirement for each Place Type within the B3 Code.

(b) The City of Bastrop shall have the following assigned percentages of each Pedestrian Shed allocated to the established Place Types. Before preparing a Neighborhood Concept Scheme the Applicant must review permitted Development Patterns and the associated Standards. Place Type percentage allocation per Pedestrian Shed as described in Article 3.3:

P1 - Nature	Varies
P2 - Rural	Varies
P3 - Neighborhood	10-35%
P4 - Mix	25-75%
P5 - Core	5 - 20%
CS - Civic Space	10% Min.
EC - Employment Center	No Min.
PDD - Planned Development District	No Min.

The intent was to create complete communities within those respective pedestrian sheds. This means that when a Neighborhood Regulating Plan or a Zoning Concept Scheme is submitted, at least 10% should be allocated as Civic Space.



However, with the Civic Space uses being so broad in nature, it has bypassed the ability of the City to ensure that whenever there is a new development dedicating Civic Space within the city limits, the dedication being given to the City is meaningful, well-developed parkland that aligns with our Parks Master Plan. To that end, if the development is not able to dedicate parkland that aligns with our Parks Master Plan, the City should be able to ensure the developer is paying a fee-in-lieu of dedication for parkland. The collection of a fee in lieu of dedication is meant to offset the impact on the park facilities that will occur from the residents who will eventually occupy that development.

The community identified six areas of great importance when it comes to enhancing the existing parks and recreation system. The Big Six recommendations are as follows:

1. FUNDING

Develop sustainable and robust funding strategies to support the newly envisioned park system, including the development and improvement of parks and their maintenance and operational requirements through the use of conventional and non-conventional funding methods such as grants, partnerships, sponsorships, and proactive CIP project planning.

2. PARK IMPROVEMENTS

Improve existing parks, trails, and recreational facilities to support the newly envisioned park system through coordinated funding efforts with the Finance Dept; working with other city departments to coordinate projects; tracking inventory and identifying items needing maintenance or replacement; establishing standards for equipment/facilities/amenities; keeping constant supply of materials to quickly repair or replace amenities; and include all-inclusive park infrastructure and amenities.

3. TRAILS

Develop additional trail connections through the implementation of new design standards; addressing safety concerns and accessibility through the development of trails with lighting, proper lane markings, and signage; and improve citywide connectivity by developing a Trails Master Plan to identify items such as specific locations of trails, access points, amenities, and linking the plan to the City's Major Throughfare Plan.

4. RECREATIONAL PROGRAMMING

Expand and create additional recreational programming, special events, and educational opportunities by designing new parks and facilities to be flexible in their programming; by coordinating recreational programming with existing city events; developing communication strategies to promote recreational programming to the community; conduct follow-up assessments at least every three years to determine need for new programming; develop partnerships with specialized organizations such as Master Gardeners and Master Naturalists to provide educational opportunities at the parks; partner with the Chamber of Commerce and other private sector groups to utilize the parks and recreation facilities for their public events; and promote events on the City's websites and social media.

5. LAND ACQUISITION

Identify and acquire land for parks, recreational facilities, and trail/open space/preservation areas through the implementation of a parkland dedication ordinance that includes dedication requirements, standards, and a fee-in-lieu-of-process for development projects; coordination with private property owners on the application of easements for public use; and coordination between the Parks Division, Recreations Division, and the Planning Department to identify and track existing and future developments.

6. RECREATIONAL COMMUNITY CENTER

Develop an all-inclusive, multi-use Recreational Community Center to support the recreational needs of the community through the development of a feasibility study to be used to identify items such preferred locations, amenities, facilities, number of FTEs to operate/manage/maintain the facility, and potential methods of funding for the construction/operations/maintenance of the facility.

SPORT COMPLEX

As part of the overall development of the PROS Plan, the City requested that the project team investigate the needs and economic opportunities for the construction of a sports complex. The project team undertook this request and what was determined is that the placement of a sports complex within the City of Bastrop would be highly beneficial not only in providing a new facility for sports recreation, but also economically benefit the community. The sports examined were baseball, softball, soccer, pickle ball, and par-3 golf. The study determined that sports complexes geared toward baseball, softball and soccer were the most sought after. These sports complexes were identified as those that brought in the most levels of tournaments and teams to an area. As part of this draw to the sports complex, economic benefits could also be captured through the tourism brought by the tournaments. Those who would be attending the tournaments were found to spend money at local retail businesses, restaurants, and overnight accommodations.

Another reason why the City is seeking to adopt the Parkland and Community Enrichment Fee Ordinance is so that the City can better align with one of the core focuses of the B3 Code, "Perpetuation of Authentic Bastrop." By adopting this ordinance, the City would be able to ensure that we continue to receive meaningful parkland that fits the needs of citizens and the goals of

our Parks Master Plan, and that we have tools in place that will allow us to reinvest in our existing parkland which is a key feature in the fabric of authentic Bastrop. The existing parks, such as the historic Fisherman’s Park (est. 1947), serve to enhance the quality of life for our residents.

The intent of the Code is to establish the Standards that enable, encourage, and ensure the community achieves:

- ✓ ***Fiscal Sustainability***
- ✓ ***Geographically Sensitive Developments***
- ✓ ***Perpetuation of Authentic Bastrop***

The proposed Parkland and Community Enrichment Fee Ordinance will be incorporated into the Bastrop Code of Ordinances, Chapter 10 – Subdivisions. This ordinance seeks to establish specific dedication requirements solely related to parkland and standards for fees-in-lieu of parkland dedication. It also seeks to establish a Community Enrichment Fund and fee, which will be assessed on a per-dwelling or per-dwelling-unit basis.

Parkland and Community Enrichment Fund Ordinance Highlights:

- **Parkland Dedication:** The parkland dedication requirement will apply to single-family (SF) and residential or commercial multi-family (MF) uses.
 - The single-family dedication ratio will be 1 acre for each 100 proposed dwelling units.
 - The multi-family dedication ratio will be 1 acre for each 200 proposed units.
 - For mixed-used (SF & MF) development, the dedication requirements shall apply proportionately.
 - All parkland dedicated must be a minimum of 3 acre and contiguous in nature.
- **Park Development Fund:**
 - If paying fee-in-lieu of dedication, fee will be assessed at the time of plat submission and will be collected at the time of filing the plat.
 - The ordinance will establish two separate development areas for the City of Bastrop. These areas will be used for the distribution of any monies collected in lieu of the dedication of the parkland.
 - If the monies collected are not expended within 10 years, the City must relinquish any unused funds to the original grantor of said monies.

Proposed Development Areas:



- **Community Enrichment Fund:**
 - This will be a fee assessed in addition to the dedication of the parkland or the payment of a fee-in-lieu of the dedication of the parkland.
 - It will be \$500 per dwelling unit or multi-family unit.
 - The funds collected by this fee will be used for the acquisition of land or construction improvements to existing parks. Also, these funds are not tied to the proposed City Development Areas and can be used at large throughout the city on an as-needed basis.

- **Additional Requirements:**
 - Detention or retention areas may be accepted in addition to the required dedication but shall not exceed 10% of the overall land being dedicated for parkland to the City.
 - Parkland being dedicated will be required to be easily accessible to the public (not situated at the back of a development and only accessible by a non-descript green belt).

PLANNING AND ZONING COMMISSION:

The proposed ordinance was presented to the Planning and Zoning Commission on Monday, February 17, 2025. The Planning and Zoning Commission recommended approval of the ordinance as proposed by a unanimous vote.

The proposed ordinance was presented to the Planning and Zoning Commission again on Monday, February 25, 2025. The Planning and Zoning Commission recommended approval of the ordinance and recommended the Park Enrichment Fee be amended to \$500 per dwelling unit or multi-family unit with a vote of 6 to 1.

CITY COUNCIL:

The proposed ordinance was presented to Council on March 4, 2025, for the first reading and was approved with a unanimous vote.

RECOMMENDATION:

Take action on the second reading of Ordinance No. 2025-19, amending the Bastrop Code of Ordinances, Chapter 10 - Subdivisions, by enacting Article 10.01 titled "Parkland Dedication and Park Enrichment Fund", Sections 10.01.001 – 10.01.014.

ATTACHMENTS:

1. Ordinance No. 2025-19
2. Exhibit A: "Parkland Dedication and Park Enrichment Fund"

ORDINANCE NO. 2025-19

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES, CHAPTER 10 - SUBDIVISIONS, BY ENACTING ARTICLE 10.01 TITLED "PARKLAND DEDICATION AND PARK ENRICHMENT FUND", SECTIONS 10.01.001 – 10.01.014; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, trees, and the construction of buildings; and

WHEREAS, the City Council of the City of Bastrop finds that parks and recreational areas are a vital and integral part of a municipality's health and general welfare;

WHEREAS, the City Council of the City of Bastrop finds that providing its citizens with parks and recreational areas serves a legitimate public goal;

WHEREAS, new development imposes increased demands based on a City's parks and recreational system;

WHEREAS, the City of Bastrop is experiencing a high rate of growth and based on predictions through 2029 the population is projected to increase by approximately 20%;

WHEREAS, the City Council of the City of Bastrop finds this ordinance necessary to maintain the current level of service for parks for its rapidly growing population;

WHEREAS, the City Council of the City of Bastrop has a Parks and Recreation Master Plan which provides for the acquisition and development of parks to serve the recreational needs of the City and provide for its citizen's health and general welfare;

WHEREAS, the City of Bastrop Parks Advisory Board and the Planning Commission have reviewed and recommended this proposed ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1. Findings of Fact.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.
- Section 2. Amendment To The Bastrop Code of Ordinances, Chapter 10.** Chapter 10 – Subdivisions is hereby amended and shall read in accordance with Exhibit “A,” which is attached hereto and incorporated into this Ordinance for all intents and purposes.
- Section 3. Severability.** If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 4. Codification.** The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.
- Section 5. Repeal.** This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.
- Section 6. Effective Date.** This Ordinance shall take effect after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.
- Section 7. Proper Notice and Meeting.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading on this the 4th day of March 2025.

READ & ADOPTED on Second Reading on this the 11th day of March 2025.

Signature page to follow

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Chapter 10

PARKLAND DEDICATION AND PARK ENRICHMENT FUND

ARTICLE 10.01 - PARKLAND DEDICATION AND PARK ENRICHMENT FUND

SECTION 10.01.001 BASTROP BUILDING BLOCK (B3) CODE – CHAPTER 1 SUBDIVISION AND CHAPTER 7 PUBLIC REALM DEVELOPMENT STANDARDS.

The Bastrop Building Block (B3) Code is incorporated by reference as though copied herein fully, except such portions as are deleted, modified or amended in this chapter. The Code can be found on the city's website.

SECTION 10.01.002 ADOPTION.

Section 10.01.003 - Purpose, Section 10.01.004 - Time of Dedication and Assessment, Section 10.01.005 - Exemptions, Section 10.01.006 - Land Dedication, Section 10.01.007 - Park Development Fund (Fee in Lieu of Dedication), Section 10.01.008 Park Enrichment Fee, Section 10.01.009 - Park Development Improvements in Lieu of Park Enrichment Fee, Section 10.01.010 - Additional Dedication, Section 10.01.011 - Prior Dedication, Section 10.01.012 - Additional Requirements, Section 10.01.013 - Review of Dedication Requirements, and Section 10.01.014 Definitions are hereby adopted and incorporated into the Bastrop Building Block (B3) Code, Chapter 1 Subdivision and Chapter 7 Public Realm Development Standards.

SECTION 10.01.003 PURPOSE.

- A. The purpose of this Chapter is to provide City planned recreational areas in the form of public parks as a function of the subdivision of land for residential uses and site development in the City.
- B. Public parks are those public open spaces providing for a variety of outdoor recreational opportunities and located at convenient distances within a development from a majority of the residences to be served by said development.

SECTION 10.01.004 TIME OF DEDICATION AND ASSESSMENT.

Public Park dedications shall be established at the time of filing a subdivision plat with the City of Bastrop. The developer shall have the option to pay a fee in lieu to the City of Bastrop, which shall be calculated as provided for in the city's then-adopted Master Fee Schedule to mitigate the parkland dedication requirements established in this section. The fee will be assessed at the time of the filing of the plat, per the adopted fee in the Master Fee Schedule, and collected prior to the recordation of the plat.

Plats filed with the City of Bastrop after the effective date of this ordinance shall be subject to the provisions of this ordinance listed herein.

Preliminary Plats shall either demonstrate the developments ability to satisfy the Parkland dedication requirements of this ordinance, OR have a plat note added to the face of the plat acknowledging the obligation to pay a fee-in-lieu in place of parkland dedication.

SECTION 10.01.005 EXEMPTIONS.

- A. The following shall be excluded from the requirements of this Section:

- 41 1. Amending plats which have previously satisfied the requirements of this Section,
 42 or are not creating additional lots;
- 43 2. Commercial developments/uses that are not multi-family developments (as
 44 defined in Section 10.01.014).

45 **SECTION 10.01.006 LAND DEDICATION.**

- 46 A. Whenever a final plat for a residential subdivision within the city limits of the City of Bastrop
 47 is filed, such plat shall contain a clear, fee simple dedication within the subdivision to
 48 the City for park purposes.
- 49 B. For subdivisions where all lots are for single-family housing types, the dedication
 50 requirement shall be determined by the ratio of 1 acre for each 100 proposed dwelling
 51 units (as defined in Section 10.01.014). (Example: 1 dwelling (du) = 0.01 acres; 25 du's =
 52 0.25 acres; 75 du's = 0.75 acres; 200 du's = 2 acres.)
- 53 1. The land must be a minimum of three (3) contiguous acre in size. Land may be
 54 considered contiguous if it abuts both sides of a street with a Local classification
 55 and the separate areas are joined by a marked pedestrian crossing. For
 56 subdivisions that will be dedicating less than 3 acres of land at the time of
 57 dedication, a fee-in-lieu as established in Section 10.01.007 shall be required in
 58 place of parkland dedication.
- 59 C. For subdivisions where lots are for multi-family units, the dedication requirement shall be
 60 determined by the ratio of 1 acre for each 200 proposed multi-family units (as defined in
 61 Section 10.01.014). (Example: 1 multi-family unit (mfu) = 0.005 acres; 25 mfu's = 0.125
 62 acres; 75 mfu's = 0.375 acres; 300 mfu's = 1.5 acres.)
- 63 1. The land must be a minimum of three (3) contiguous acre in size. Land may be
 64 considered contiguous if it abuts both sides of a street with a Local classification
 65 and the separate areas are joined by a marked pedestrian crossing. For
 66 subdivisions that will be dedicating less than 3 acres of land at the time of
 67 dedication, a fee-in-lieu as established in Section 10.01.007 shall be required in
 68 place of parkland dedication.
- 69 D. For subdivisions with both single-family and multi-family units, the appropriate dedication
 70 requirement in paragraphs 10.01.006.B and 10.01.006.C shall apply proportionately.
- 71 E. A preliminary plat shall show the area proposed to be dedicated.
- 72 F. If parkland dedication is required due to a change from a nonresidential use to a residential
 73 use, and a preliminary or final plat is not required, this dedication shall be met prior to the
 74 issuance of a building permit.
- 75 G. The area to be dedicated shall be measured and calculated at the centerline of
 76 any street bound by said park within the subdivision.
- 77 H. Park entrances shall be located along collector or higher classification roadways.
- 78 I. No more than 20% of the overall property being dedicated to the city shall be located in
 79 the floodway or 100-year floodplain (1% annual chance flood hazard).
- 80 J. A developer may dedicate only a portion of the required dedication and pay a fee-in-lieu
 81 of dedication for the remaining portion except that, the minimum land dedication shall be
 82 3 acres.
- 83 K. In the case of Development Agreements, 380 Agreements, or Planned Development
 84 Districts, the City may negotiate alternative methods of compliance (AMOC). The AMOC
 85 shall meet or exceed the requirements of this ordinance.
- 86 L. Adequate vehicular access shall be provided for parkland operation and maintenance. For
 87 public parkland areas not fronting a public street right-of-way or which back up to private
 88 properties, an access lot encumbered by a public access easement containing a trail

89 connection, not less than thirty (30') feet in width, shall be dedicated and conveyed to
90 connect to the public parkland a minimum of every 1,000 linear feet along the public street.
91

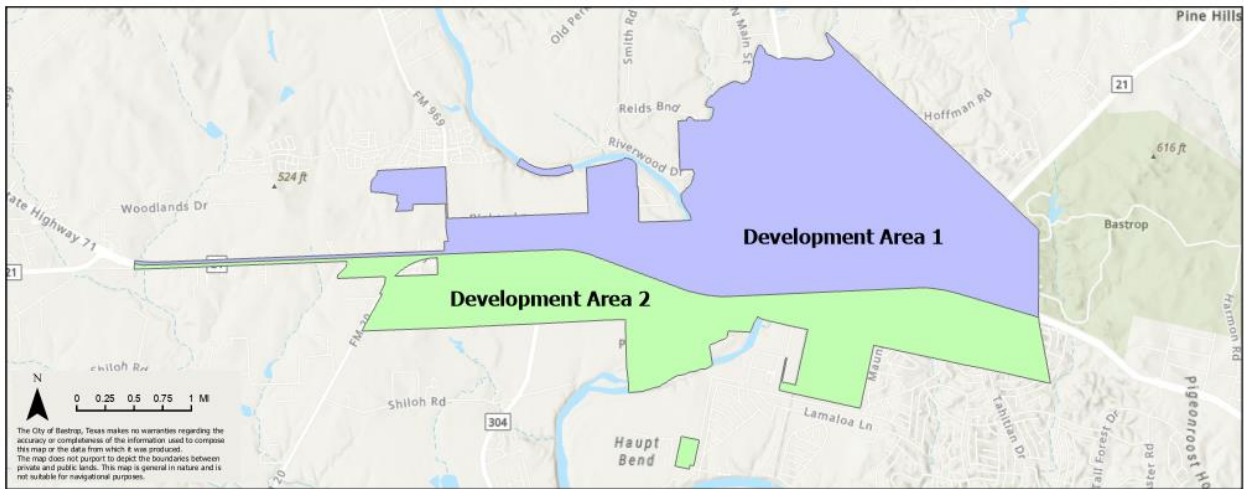
92 **SECTION 10.01.007 PARK DEVELOPMENT FUND (FEE IN LIEU OF DEDICATION).**

93 A. A special fund is established for the deposit of all sums paid in lieu of land dedication in
94 accordance with this Section or any preceding regulations. The fund shall be known as
95 the "Park Development Fund."

96 B. The City shall account for all sums paid in lieu of land dedication under this Chapter with
97 reference to the individual plats involved. Any funds paid for such purposes shall be
98 expended by the City within ten (10) years from the date received by the City for
99 the acquisition or development of public parks.

100 1. Such funds shall be spent on a first-in, first-out basis. If not so expended, the
101 owners of the property on the last day of such period shall be entitled to a refund
102 of such sum, which shall be proportional to the amount of monies that remain
103 unutilized from the funds collected for the fee in lieu of dedication. The owners of
104 such property may request such refund in writing within 12 months of the last day
105 of the ten-year period, or such refund right shall be terminated.

106 C. Park Development Funds collected in Development Area 1 may only be expended in Area
107 1, and fees collected in Development Area 2 may only be expended in Area 2. If at the
108 time of dedication there is a conflict regarding fund allocation to the respective
109 Development Area, the City Manager shall make the final determination for the allocation
110 of fees to the appropriate Development Area.



111
112 *Please reference the Master Fee Schedule, Parkland Dedication for the fee-in-lieu amount

113 **SECTION 10.01.008 PARK ENRICHMENT FEE.**

114 A. The City will require a fee to be known as the Park Enrichment Fee. The Park Enrichment
115 Fee shall be made at or prior to the time of filing the plat for recordation

116 B. The Park Enrichment Fee shall be assessed at five hundred dollars (\$500.00) per dwelling
117 unit or multi-family unit, as defined in Section 10.01.014 of this ordinance.

118 C. The Park Enrichment Funds shall be used for the acquisition of land for public parks and
119 the development or construction of park improvements, including, but not limited to,
120 necessary utility extensions.

121 **SECTION 10.01.009 PARK DEVELOPMENT IMPROVEMENTS IN LIEU OF PARK**
 122 **ENRICHMENT FEE.**

123 A developer may propose constructing public park improvements in lieu of the payment of a Park
 124 Enrichment Fee. The City Council may approve proposed improvements after receiving a
 125 recommendation from the Director of the Parks and Recreation Department. All improvements
 126 shall either be financially guaranteed or accepted by the City prior to the filing of the plat. The
 127 process of financial guarantee shall be the same as that found in the Bastrop Building Block (B3)
 128 Code.

129
 130 This section may only be applicable if the developer is dedicating parkland to the City. In the
 131 instance where a developer is paying a fee in lieu of dedication, this section may not apply.

132 **SECTION 10.01.010 ADDITIONAL DEDICATION.**

133 A. If the actual number of completed dwelling units or multi-family units exceeds the figure
 134 upon which the original dedication was based, additional dedication shall be required and
 135 shall be made by the developer by payment of cash in lieu of land or by a conveyance of
 136 additional land to the City as required by this ordinance.

137 B. Properties who are not vested under Chapter 245 of the Local Government Code shall be
 138 required to pay the fee in lieu of dedication at the time of building permit application.

139 **SECTION 10.01.011 PRIOR DEDICATION.**

140 A. If a dedication requirement arose prior to the effective date of these provisions, that
 141 dedication requirement shall be controlled by the public open space dedication
 142 requirements in effect at the time such obligation arose, except that additional dedication
 143 shall be required if the actual density of structures constructed upon the property is greater
 144 than the previously- assumed density. Additional dedication shall be required only for the
 145 increase in density and shall be based upon the ratio set forth in Section 10.01.006 of this
 146 Section.

147 **SECTION 10.01.012 ADDITIONAL REQUIREMENTS.**

148 A. Any land dedicated to the City under this Chapter shall be suitable for park and recreation
 149 uses as determined by the City.

150 B. Detention or retention areas may be accepted in addition to the required dedication but
 151 shall not exceed 10% of the overall land being dedicated for parkland to the City. If
 152 accepted as part of the park, the detention or retention area design shall be as determined
 153 by the City and shall meet all park requirements consistent with the Parks, Recreation,
 154 and Open Space Master Plan.

155 C. Parks should be easy to access and open to public view so as to benefit area
 156 development, enhance the visual character of the City, protect public safety, and minimize
 157 conflict with adjacent land uses. The following guidelines should be used in designing
 158 parks and adjacent development:

159 1. Where feasible, park sites should be located adjacent to greenways or schools in
 160 order to encourage both shared facilities and the potential co-development of new
 161 sites.

162 2. A proposed subdivision adjacent to a park shall not be designed to restrict
 163 reasonable access to the park from other area subdivisions. Street and greenway

164 connections to existing or future adjoining subdivisions may be required to provide
165 reasonable access to parks.

166 3. Notwithstanding another requirement, the City may require any local collector
167 street built adjacent to a park to be constructed to a primary multi-modal street
168 width along the park frontage to ensure access and prevent traffic congestion.
169 The developer shall be entitled to enter into an Oversize Agreement with the City
170 in such situations.

171 **SECTION 10.01.013 REVIEW OF DEDICATION REQUIREMENTS.**

172 The City Council shall review the fees set forth in this Section only. The City Council shall take
173 into account inflation as it affects land and park development costs as well as the City's targeted
174 level of service for parkland.

175 **SECTION 10.01.014 DEFINITIONS.**

176 *Commercial Uses* - shall mean Structures used for Office, Local Retail, General Retail, and
177 Commercial Services, property in a Planned Development District that allows for Commercial
178 Use. Commercial uses are those used for the sale, lease, or rent of goods, services, or property.

179 *Dwelling Unit* – A single unit providing complete, independent living facilities for one or more
180 persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

181 *Multi-family Unit* – A multifamily unit is a classification of housing where multiple separate dwelling
182 units for residential inhabitants are contained within one building or several buildings within one
183 complex.



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-16, adopting the Master Fee Schedule; repealing the Appendix A “Fee Schedule” of the Code of Ordinance; amending certain fees and establishing cost and fees charged by the City of Bastrop; providing for a penalty for a violation of Chapter 1 Article 1.01 Section 1.01.009 of the City Code of Ordinances.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

During the initial review of the Master Fee Schedule for the FY 2025 budget year, staff identified fees not codified in the online code of ordinances Appendix A – Fee Schedule. All fees were adopted by different ordinances mid-year. The fees were not codified to the adopted Master Fee Schedule that was included in the annual budget book. The staff has reviewed each previously adopted ordinance and updated the Master Fee Schedule to match.

The City Attorney has recommended the removal of the Appendix A -Fee Schedule from the online codification and replaces it with a Master Fee Schedule to be posted on the City of Bastrop website. This will be the official Master Fee Schedule referenced for all fees established. The City Attorney has also recommended the Master Fee Schedule be adopted annually with the budget and updated by resolution between each fiscal budget year.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve Ordinance 2025-16 amending the Code of Ordinances.

ATTACHMENTS:

1. Ordinance No. 2025-16
2. Exhibit A – Appendix A – Fee Schedule
3. Exhibit B – Master Fee Schedule

ORDINANCE NO. 2025-10

ADOPTION OF MASTER FEE SCHEDULE

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AUTHORIZING THE ADOPTION OF THE MASTER FEE SCHEDULE; REPEALING APPENDIX A – FEE SCHEDULE OF THE CITY CODE OF ORDINANCE; AMENDING CERTAIN FEES AND ESTABLISHING COSTS AND FEES CHARGED BY THE CITY OF BASTROP; PROVIDING FOR A PENALTY FOR A VIOLATION OF CHAPTER 1 ARTICLE 1.01 SECTION 1.01.009 OF THE CITY CODE OF ORDINANCES; AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

- WHEREAS,** the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas; and
- WHEREAS,** the City of Bastrop (the “City”) has established by ordinance and resolution certain fees for licenses, permits, and services provided by the City; and
- WHEREAS,** the City has conducted a review and a consolidation of certain fees for licenses, permits, and services provided by the City.
- WHEREAS,** the fees, cost, and expenses charged by the City should be amended, organized, and consolidated; and
- WHEREAS,** the City’s fee schedule is currently codified as Exhibit A; and
- WHEREAS,** due to the need for periodic modification of said fees and for the purposes of efficiency, the City Council desires to remove the fee schedule from the City’s code of ordinances and adopt future fee changes by resolution rather than by ordinance; and
- WHEREAS,** the Schedule of Fees, which is included in the Fiscal Year 2025 Budget in the Reference section and attached hereto as Exhibit B, reflects revisions to certain fees, a restatement of certain fees not revised, and a consolidation of fees.
- WHEREAS,** the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.
- Section 2.** The City Council of Bastrop hereby amends the City’s Code of Ordinances by removing the fee schedule, titled Appendix A – Fee Schedule codified as Exhibit “A”, and attached here as Exhibit “A” from the Code of Ordinances.
- Section 3.** The City Council hereby authorizes all future amendments to the City’s fee schedule to be by resolution.
- Section 4.** All persons, firms, or corporations applying for licenses or permits or receiving other City services described in the Fee Schedule as provided for in the attached Exhibit B that require the payment of a fee incident to such application or service shall pay the fees as prescribed in the Master Fee Schedule attached hereto as Exhibit B which is hereby made a part of Ordinance as if fully set forth herein. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described within the Master Fee Schedule is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.
- Section 5.** The City Council may, from time to time, by ordinance add to the fees set forth on the Fee Schedule, and the fees now or hereafter set forth on the Fee Schedule may be modified from time to time by resolution of the City Council.
- Section 6.** Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.
- Section 7.** Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 8.** Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not

operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 9. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading by the City Council of the City of Bastrop, on this, the 25th day of February 2025.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 11th day of March 2025.

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

_____, City Secretary

APPROVED AS TO FORM:

_____, City Attorney

EXHIBIT A

Bastrop, Texas, Code of Ordinances
Appendix A FEE SCHEDULE

Appendix A FEE SCHEDULE¹

Note—The chapter, article and section numbers and subsection designations in this appendix correspond to the chapter, article, section and subsection numbers in the Code of Ordinances. However, to avoid confusion, the article and section numbers appearing in this appendix are preceded by the letter "A."

GENERAL PROVISIONS

Sec. A1.07 Records Management Program.

SEC Reference	Last updated	Description	Amount of fee
A1.07.017	Ord. No. 2022-22 9/20/2022	Charges for printing copies for public information	
		Standard size paper copy (per page)	\$0.10
		Non-standard-size copy—JAZ drive	Actual Cost
		Non-standard-size copy—other electronic media	Actual Cost
		Non-standard-size copy—Paper (each printed page)	\$0.50
		Non-standard-size copy—Other	Actual Cost
		Personnel Charge per hour	\$17.50
		Overhead charge—20% of personnel charge	Actual
		Remote document retrieval charge	Actual Cost

¹Editor's note(s)—Ord. No. 2018-21, § 1(Ex. A), adopted September 25, 2018, repealed app. A and enacted a new app. A as set out herein. Former app. A pertained to similar subject matter and derived from the Code of 1995; Ord. No. 2003-38, adopted November 11, 2003; Ord. No. 2004-2, adopted January 13, 2004; Ord. No. 2005-7, adopted February 8, 2005; Ord. No. 2005-15, adopted March 22, 2005; Ord. No. 2005-21, adopted May 10, 2005; Ord. No. 2005-40, adopted November 22, 2005; Ord. No. 2005-44, adopted November 22, 2005; Ord. No. 2005-46, adopted December 13, 2005; Ord. No. 2007-34, adopted November 27, 2007; Ord. No. 2008-10, adopted February 26, 2008; Ord. No. 2009-12, adopted June 9, 2009; Ord. No. 2010-3, adopted January 26, 2010; Ord. No. 2010-28, adopted October 26, 2010; Ord. No. 2014-15, adopted August 28, 2012; Ord. No. 2012-25, adopted December 11, 2012; Ord. No. 2013-15, adopted July 23, 2013; Ord. No. 2014-5, adopted April 22, 2014; Ord. No. 2014-7, adopted March 13, 2014; Ord. No. 2014-21, adopted September 23, 2014; Ord. No. 2015-05, adopted March 24, 2015; Ord. No. 2015-13, adopted September 8, 2015; Ord. No. 2015-16, adopted September 22, 2015; Ord. No. 2015-17, adopted September 22, 2015; Ord. No. 2016-06, adopted March 22, 2016; Ord. No. 2016-23, adopted September 27, 2016; Ord. No. 2016-32, adopted November 8, 2016; Ord. No. 2017-18, adopted July 11, 2017; Ord. No. 2017-23, adopted September 27, 2017; Ord. No. 2018-03, adopted April 24, 2018

		Computer resource charge: Client/server-per minute	\$1.00
		Computer resource charge-PC or LAN-per minute	\$0.50
		Programming time charge-per hour	\$28.50
		Miscellaneous supplies	Actual Cost
		Postage and shipping charge	Actual Cost
		Fax charge—Local per page	\$0.10
		Fax charge—long distance-same area code-per page	\$0.50
		Fax charge-long distance-different area code-per page	\$1.00
		Other costs	Actual Cost

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

The Office of Attorney General adopts rules for use by governmental body in determining charges under Texas Government Code, Chapter 552, Subchapter F.

Sec. 3.11 Investigations.

SEC Reference	Last updated	Description	Amount of fee
Char. 3.11	Ord. No. 2023-33 9-19-2023	Penalty for contempt in failing or refusing to obey City Council's subpoena or to produce any such books, papers, or other evidence pursuant to a council investigation under Bastrop Charter 3.11	\$500.00

(Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A1.10 Parks.

SEC Reference	Last updated	Description	Amount of fee/ Deposit
1.10.002	Ord. No. 2022-22 9/20/2022	Noncommercial fees and deposits:	
		Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
		Less than 100 Patrons	\$50.00/\$50.00

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(Supp. No. 15)

		101-200 Patrons	\$100.00/\$150.00
		201-300 Patrons	\$150.00/\$250.00
		Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code).	\$0.00/\$50.00
		Multipurpose fields:	
		Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.	
		0—100 Patrons	\$50.00/\$100.00
		101—300 Patrons	\$75.00/\$150.00
		301—500 Patrons	\$100.00/\$200.00
		Additional park amenities fees non-commercial use.	
		Softball fields—daily/practice use	\$20.00 per hour/\$50.00 flat fee
		Softball fields—additional lighting (6:00 p.m.—10:00 p.m.)	\$10.00 per hour
		Softball fields—tournament use	\$150.00 per day/\$100.00 flat fee
		Softball fields—tournament use-additional lighting (6:00 p.m.—10:00 p.m.)	\$10.00 per hour
		Sand volleyball court (no lighting available)	\$40.00 per 4-hour block
		Pier/scenic outlook	\$40.00 per 4-hour block
		Pier/scenic outlook-seating at additional cost	\$2.00 per chair
		Tennis & Basketball courts	\$4.00 per 4-hour block
		Tennis & Basketball courts-limited lighting available	\$10.00 per hour (6:00 p.m.—10:00 p.m.)
		Disc Golf Tournaments	\$200.00 (100 players); \$2.00 per player after 100
		Additional equipment required	Standard FEMA rates apply
		Barricades - Type I	\$3.00 each
		Barricades - Type II	\$10.00 each

	Barricades - Type III	\$20.00 each
	Cones 24—36 inches	\$1.00 each
	Cones 48 inches	\$2.00 each
	Commercial fees and deposits:	
	Pavilions (including BBQ pits when available). Schedule for commercial use fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
	Less than 100 patrons	\$100.00/\$200.00
	101—200 patrons	\$200.00/\$300.00
	201—300 patrons	\$300.00/\$400.00
	Greater than 300	Special event permit required
	Multipurpose fields	
	Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
	0—100 patrons	\$100.00/\$200.00
	101—200 patrons	\$250.00/\$400.00
	201—500 patrons	\$400.00/\$600.00
	Additional park amenities fees commercial use.	
	Softball fields—daily practice use	\$30.00 per hour/\$100.00 deposit
	Softball fields—additional lighting (6:00 p.m.—10:00 p.m.)	\$10.00 per hour
	Softball fields—tournament use	\$250.00 per day/\$200.00 deposit
	Sand volleyball court—4-hour block (no lighting)	\$80.00
	Pier/Scenic outlook—additional seating	\$3.00 per chair
	Tennis & Basketball courts—4-hour block	\$80.00
	Tennis & Basketball courts—limited lighting available (6:00 p.m.—10:00 p.m.)	\$10.00 per hour
	City staff - required with 100+	\$25.00 per hour
	Disc Golf Tournaments	\$200.00 (100 players); \$2.00 per player after 100
	Additional equipment required	Standard FEMA rates apply
	Barricades Type I	\$5.00 each
	Barricades Type II	\$20.00 each
	Barricades Type III	\$25.00 each

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		Cones 24-36"	\$2.00 each
		Cones 48"	\$4.00 each
		The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.	
		Rodeo Arena Rental Fees	
		Rodeo Arena Rental includes lighting	\$200.00 per day
		Security Deposit for entire event	\$400.00
		Rodeo Arena Rental-4-hour block before dark	\$50.00
		4-hour block before dark security deposit	\$100.00 per 4-hr block
		Rodeo Arena Rental-4-hour block after dark	100.00
		4-hour block after dark security deposit	\$200.00 per 4-hr block
		Services required during event	See Fee Schedule
		Arena dirt work—City crew-tractor, drag	\$50.00 per hour
		City Staff (litter, assistance, etc.)	\$20.00 per hour, per person
		Electricity for arena lights	\$10.00 per hour
		Water for arena dirt work	\$5.00 per 1,000 gallons
		RV and/or campsites with hook-ups (includes water/electric)	\$35.00 per day
		Concession stand/kitchen	See concession stand agreement
		Dog training	
		Dog training classes in Bark Park only per class	\$25.00
		Deposit	\$50.00
		Recreation	Membership Fees Monthly
		Individual	Resident \$30.00; Non-Resid. \$35.00
		Family	Resident \$50.00; Non-Resid. \$55.00
		Senior/Military/Disabled Person(s)	Resident \$20.00; Non-Resid. \$25.00
		Military Family	Resident \$40.00; Non-Resid. \$45.00

		City Employee	Indiv. \$0.00; Family \$30.00
		Drop-in Fee	\$5.00—\$20.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

Sec. A1.12 Libraries.

SEC Reference	Last updated	Description	Amount of fee/ Deposit
A1.12	Ord. No. 2022-22 9/20/2022	Membership Fees	
		Annual Membership	Resident: \$0.00 Non-Resident: \$25.00
		Six-month Membership	Resident \$0.00; Non-Resident: \$15.00
		Circulating Material Fines & Fees	
		Materials not returned 30 days after Due Date	Up to Manufacturer's Suggested Retail Price (MSRP)
		Electronic devices returned after Due Date	\$1.00 per item per day, no grace period, \$30.00 cap per item
		Replacement of Bastrop Public Library materials or electronic devices lost or damaged beyond repair	Manufacturer's suggested retail price (MSRP)
		Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
		Interlibrary Loan return shipping costs	\$3.00 per item
		Meeting Rooms	
		Maynard Conference Room	General: \$25.00 per hour Deposit \$100.00
		Pressley Meeting Room	General: \$50.00 per hour Deposit \$100.00
		Supply and Equipment Fees	

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		Printing—Black & White, Letter-sized paper	\$0.10 per page
		Printing—Color, Letter-sized paper	\$1.00 per page
		Printing—Black & White, Ledger-sized paper (11×17")	\$0.20 per page
		Printing—Color, Ledger-sized paper (11×17")	\$1.20 per page
		3D Printing, except as part of an official Library program	\$0.10 per gram
		Miscellaneous Fees	
		Replacement library card	\$1.00
		Electronic devices returned via exterior book drop	\$5.00

(Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

Sec. A1.18 Film and Broadcasting.

SEC Reference	Last updated	Description	Amount of fee/Deposit
A1.18.002	Ord. No. 2016-32 11/8/2016	Film and Broadcasting	
		BTXN field production rates	
		Preproduction (Crew coordination, call sheet, and one meeting)	\$35.00
		Raw show transfer (* No charge if BTXN is editing requires approximately ½ hour each for set-up and breakdown)	\$20.00*
		Administration charge	12% of total bill
		BTXN crew member studio production rates per hour (2-hour minimum)	
		Producer	\$50.00
		Director/technical director	\$35.00
		Audio technician	\$35.00
		Floor manager	\$30.00
		Camera operator	\$30.00
		Graphics and CG technician/teleprompter operator	\$30.00
		Audio assistant	\$25.00
		Production assistant	\$20.00
		BTXN studio editing rates per hour (2-hour minimum)	
		Editor	\$40.00 per hour

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		Graphics/audio mix/color correct	\$50.00 per hour
		BTXN studio miscellaneous rates	
		Additional DVDs (first one no charge with editing time)	\$15.00
		Additional video files (one full quality high resolution file included with editing time)	\$15.00
		Additional ½ hour editor review session (first one included with editing time)	\$20.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A1.21 Payments by Credit Card or Other Electronic Means

SEC Reference	Last updated	Description	Amount of fee
		Credit Card Processing Fee	3% of total amount paid

(Ord. No. 2023-23 , § 2(Exh. A), 9-12-23)

ANIMAL CONTROL

Sec. A2.02. Vaccination and licensing of dogs and cats.

SEC Reference	Last updated	Description	Amount of fee
A2.02.005	Ord. No. 2005-15 03/22/2005	Guard dog permit	\$35.00
A2.02.008	Ord. No. 2008-10 02/26/2008	License fee—Altered dog	\$5.00
		Unaltered dog per animal	\$25.00 per animal, per year

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A2.03. Kennels and multiple pet ownership.

SEC Reference	Last updated	Description	Amount of fee
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A2.03.002	Ord. No. 2022-22 9/20/2022	Kennel permit	\$70.00
		Multiple pet owner's permit	\$35.00
		Private breeder's permit	\$35.00
A2.003.006		Commercial animal sales permit	\$70.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

Sec. A2.04. Impoundment.

SEC Reference	Last updated	Description	Amount of fee
A2.04.001	Ord. No. 2005-15 03/22/2005	Authorized fees	
		Initial impoundment fee	\$40.00 per animal
		Dog or cat per additional day	\$3.50 per animal
A2.04.002		Owner surrender fees	
		Animals surrendered by owner/harborer: owner surrender one pet	\$20.00
		Owner surrender pets in litter, 8 weeks-3 months	\$25.00 per litter
		Owner surrender under 8 weeks of age	\$10.00 per animal
A2.04.007		Adoption of impounded animals	
		Adoption fee with mandatory spay/neuter agreement	\$15.00
A2.04.035		Livestock and estray impoundment fees	
		Cattle, per head	\$40.00 each
		Equine, per head	\$40.00 each
		Swine, per head	\$40.00 each
		Exotic fowl, per bird	\$40.00 each

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A2.08. Dangerous dogs.

SEC Reference	Last updated	Description	Amount of fee
A2.08.010	Ord. No. 2005-15 03/22/2005	Permit and tag	
		Dangerous dog, unsprayed/unneutered	\$100.00 each
		Dangerous dog, spayed/neutered	\$50.00 each
		Dangerous dog, renewal, unsprayed/unneutered	\$50.00 each
		Dangerous dog, renewal, spayed/neutered	\$25.00 each

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

BUILDING REGULATIONS**Sec. A3.01. General provisions**

SEC Reference	Last updated	Description	Amount of fee
A3.01.002	Ord. No. 2017-23 09/27/2017	Charges for consulting services	
		Professional/Consultant fees and related charges incurred by the City	Actual fee plus 15% administrative fee
A3.01.003	Ord. No. 2017-23 09/27/2017	Work commencing prior to permit issuance-The greater of:	100% of the calculated permit and inspection fees or \$150.00, in addition to the required permit and inspection fees
		Short-term Rental Registration Fee	\$100.00
A3.01.004	Ord. No. 2022-22 9/20/2022	Certificate of Occupancy fees:	
		Certificate of Occupancy (occupancy classification change and short-term rentals)	\$270.00
		Certificate of Occupancy (tenant or leasee change)	\$125.00

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		Copies/Re-issue Certificates of Occupancies, inspection reports	\$25.00
		Courtesy Inspections	\$25.00
		Administration fee (per construction permit application which are based on sliding fee scale only)	5%
		Emergency Repair (<u>must be verified by Building Official</u>)	50% reduction
		Permit Technology Fee (per construction permit which are based on sliding fee scale only)	\$6.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22; Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A3.04. Building code.

SEC Reference	Last updated	Description	Amount of fee
A3.04.002	Ord. No. 2022-22 9/20/2022	Schedule of permit fees	
		All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:	
		Commercial Construction	* SF Value based on ICC Building Valuation Data
		New Commercial - Less than \$500,000	\$5.00 per \$1,000.00 valuation; minimum \$1,000.00 fee
		New Commercial - \$500,001 to \$1,000,000	\$3,500.00 base fee plus \$4.50 per additional \$1,000.00
		New Commercial - \$1,000,00 to \$5,000,000	\$8,000.00 base fee for the first \$1,000,000.00 plus \$4.00 per additional \$1,000.00

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		New Commercial - \$5,000,000 and up	\$24,000.00 base fee for the first \$1,000,000.00 plus \$3.00 per additional \$1,000.00
		New Commercial Plan Review	30% of New Construction Permit Fee
		New Commercial Inspection Fee (with Permit)	45% of New Construction Permit Fee
		Commercial Shell Building	65% of the New Construction Permit Fee
		Commercial Tenant Finish out (per space/area)	65% of the New Construction Permit Fee
		Commercial Remodel	\$1,000.00 plus \$.50 per sf
		*Note: Commercial Additions at New Commercial Fees	
		Commercial Roofing permit	\$500.00 + \$0.10 sf
		Commercial Accessory Structure	\$215.00
		Commercial Accessory Building - 120 sf or less	\$105.00
		Commercial Accessory Building - 121 sf - 160 sf	\$215.00
		Commercial Accessory Building - 161 sf or more	\$320.00
		Commercial Fences and flatwork	\$190.00
		Commercial Miscellaneous Inspections	\$95.00 per inspection; after hours -2 hour minimum
		Commercial reinspection (per inspection)	\$150.00
		Commercial Minimum Permit, if no fees listed are applicable-	\$530.00
		Residential Construction	
		New Residential - Less than 900 sf	\$690.00
		New Residential - 901 sf to 1,500 sf	\$1,200.00 plus \$0.25 per sf
		New Residential - 1,501 sf to 5,000 sf	\$1,500.00 plus \$0.25 per sf
		New Residential - 5,001 sf and up	\$2,000.00 plus \$0.25 per sf

		Residential Plan Review Fee (includes all residential building)	25% of New Construction Permit Fee
		New Residential Inspection Fee (with Permit)	45% of New Construction Permit Fee
		Residential Addition	\$750.00
		Residential Remodel (total residence)	\$530.00
		Residential Kitchen Remodel	\$160.00
		Residential Bathroom Remodel	\$160.00
		Residential Remodel - other	\$160.00
		Roofing permit - Residential	\$160.00
		Residential Accessory Structure	\$160.00
		Residential Accessory Buildings - 120 sf or less	\$125.00
		Residential Accessory Building - 121 sf to 160 sf	\$160.00
		Residential Accessory Building - 160 sf and up	\$320.00
		Accessory Dwelling Unit Finish-Out	\$500.00
		Residential Fence and flatwork	\$125.00
		Residential Miscellaneous Inspections	\$125.00
		Residential reinspection (per inspection)	\$150.00
		Residential Minimum (Base) Permit Fees if no listed fees are applicable	\$125.00
		Other fees not listed above	
		Construction Trailer - includes hookup fee for electrical and plumbing (excludes fees charged by other utility entities)	\$500.00
		Appeal to Construction Standards Board	\$500.00
		Solar System	\$125.00
A3.17		Floodplain Development Permits:	
		Single Family, community facility	\$150.00
		Multifamily, commercial, industrial	\$250.00
A3.17		Floodplain Development Permit Variance:	\$150.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22; Ord. No. 2023-08 , § 2(Exh. A), 4-11-23; Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A3.05. Electricity—Electrical Code.

SEC Reference	Last updated	Description	Amount of fee
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A.3.05.035	Ord. No. 2017-23 9/26/17	Electrician licensing fees.	
		Commercial attachment permit.	\$215.00
		Commercial trade permit (each project/permit)	\$215.00 per building, plus \$150.00 per additional floor (+1 stories)
		Commercial reinspection (per inspection)	\$150.00
	Ord. No. 2022-22 09/20/2022	Reconnect Meter Inspection (meters 6 months or more without service)	\$125.00
		Residential Trade permit (each project/permit)	\$125.00
		Residential reinspection (per inspection)	150.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22; Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A3.06. Plumbing code.

SEC Reference	Last updated	Description	Amount of fee
	Ord. No. 2022-22 9/20/2022	Plumbing Construction	
		Commercial attachment permit	\$215.00
		Commercial Trade Fee (each project/permit)	\$215.00 per building, plus \$150.00 per additional floor (+1 stories)
		CSI or RMI Inspection	\$125.00
		Commercial Irrigation Permit	\$215.00
		Commercial reinspection Fee (per inspection)	\$150.00
		Residential attachment permit.	\$125.00
		Residential Trade Fee (each project/permit)	\$125.00
		Residential Irrigation Permit	\$125.00
		Residential Water Heater Replacement	\$125.00
A3.06.037	Ord. No. 2019-42 9/24/2019		
		Residential reinspection (per inspection)	\$150.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22; Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A3.07. Mechanical code.

SEC Reference	Last updated	Description	Amount of fee
A3.07.001	Ord. No. 2021-12 9/21/2021	Mechanical Construction (HVAC)	
		Commercial attachment permit.	\$160.00
		Commercial Trade Fee (each project/permit)	\$215.00 per building, plus \$150.00 per additional floor (+1 stories)
		Commercial HVAC unit replacement (per unit)	\$105.00
		Commercial reinspection Fees(per inspection)	\$150.00
		Residential attachment permit.	\$125.00
		Residential Trade Fee (each project/permit)	\$125.00
		Residential HVAC Replacement	\$125.00
		Residential reinspection Fees (per inspection)	\$150.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A3.15. Swimming pools.

SEC Reference	Last updated	Description	Amount of fee
A3.15.001	Ord. No. 2021-12 9/21/2021	Pool Permit and inspection fees.	
		Commercial Swimming pool permit	\$1,200.00
		Commercial reinspection (per inspection)	\$150.00
		Residential Swimming Pool Permit	\$400.00
		Residential reinspection Fees (per inspection)	\$125.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A3.16. Moving of Structures, Demolition and Site Work.

SEC Reference	Last updated	Description	Amount of fee
A3.16.001	Ord. No. 2019-42 9/24/2019	Permit and inspection fees.	
		Demolition Permit:	
		Commercial	\$530.00
		Residential	\$375.00
		Moving Permit:	
		Portable structure	\$125.00
		Permanent structure Over 160 sq. ft.	\$160.00
		Road Closure/ROW obstruction	\$150.00
		Commercial reinspection Fees (per inspection)	\$150.00
		Residential reinspection fee (per inspection)	\$150.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2023-33 , § 4(Exh. A), 9-19-23)

Sec. A3.18. Mobile home parks.

SEC Reference	Last updated	Description	Amount of fee
A3.18.002	1995 Code		
		New Mobile Home Park Permit	\$500.00 plus \$25.00 per space
A3.18.003	1995 Code	License.	
		Original license	\$1,000.00.00
		Annual Renewal License	\$500.00
		Transfer of Mobile Home license fee.	\$500.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A3.21. Streets, rights-of-way and public property.

SEC Reference	Last updated	Description	Amount of fee
A3.21.064			
	Ord. No. 2019-42 9/24/2019	Work within the Right-of-Way Permit (driveway, sidewalks, culvert or drainage channel mod., etc.)	\$200.00

A3.22	Ord. No. 2017-23 09-26-2017		
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(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2019-42 , § 2(Exh. A), 9-24-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A3.22. Drainage permit fee.

A3.22.022	Drainage permit	\$125.00
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(Ord. No. 2019-17 , § 5, 5-14-19)

BUSINESS REGULATIONS

Sec. A4.03. Taxicabs, shuttles and touring vehicles.

SEC Reference	Last updated	Description	Amount of fee
A4.03.001	Ord. No. 2017-03	License Fee—Annual license and inspection fee for taxicabs, shuttles, touring and alternative vehicles.	\$25.00 Per Vehicle
			\$12.00 Additional fee, per driver

(Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A4.04. Peddlers, solicitors and vendors.

SEC Reference	Last updated	Description	Amount of fee
A4.04.033	Ord. No. 2005-7	Fees	
		Individual peddler, solicitor and vendor permit (60 days).	\$30.00
		Individual peddler, solicitor, vendor permit (each agent or employee).	\$10.00
		Renewal of individual peddler, solicitor and vendor permit.	\$15.00
		Replacement permit.	\$10.00
A4.04.073	Ord. No. 2005-7	Permit for temporary/seasonal and multiple vendors—Fee: right of city to refuse permit	

		Temporary/seasonal and/or multiple vendors or events permit (30 days).	\$100.00
		Temporary/seasonal and/or multiple vendors or events permit (60 days).	\$150.00
		Temporary/seasonal and/or multiple vendors or events permit (90 days).	\$200.00
		Replacement permit.	\$10.00
A4.04		Annual Mobile Food Vendor Permit	
		Special Event Mobile Food Vendor Permit Per Permitted Special Event per Vendor	\$25.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2020-02 , § 3(Exh. A), 5-12-20; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22; Ord. No. 2023-32 , § 3(Exh. A), 9-19-23)

Sec. A4.05. Coin-operated machines.

SEC Reference	Last updated	Description	Amount of fee
A4.05.001	1995 Code	Occupation Tax—Charge for release of machine sealed for nonpayment.	\$5.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A4.06. Special events permits, public gatherings and parades.

SEC Reference	Last updated	Description	Amount of fee
A4.06.008	Ord. No. 2009-12 6/9/09	Application Processing Fee	
		With proof of non-profit status (i.e., 501-C)	\$100.00
		Processing fee all others.	\$300.00
		Security deposit for damages/cleanup.	\$500.00
		Refundable if the location of the special event is clean and free of litter and damage.	
		Inspection fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs.	\$50.00
		Re-inspection fee required for above-described items.	\$75.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A4.07. Sexually oriented businesses.

SEC Reference	Last updated	Description	Amount of fee
A4.07.033	1995 Code	Division 2. License—Fee	
		Initial Application	\$2,000.00
		Annual Fee	\$500.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A4.10. Vehicle towing.

SEC Reference	Last updated	Description	Amount of fee
A4.10.011	Ord. No. 2014-5 4/22/14	Fees for non-consent tows. (Maximum fees allowed)	
		Regular towing charge (for vehicles not requiring the use of heavy-duty wrecker) for vehicles 10,000 pounds or less.	\$150.00
		If medium duty or heavy-duty wrecker is used to tow vehicles in excess of 10,000 pounds.	\$300.00
		The following additional fees may be charged if verified by the peace officer in charge of the accident scene:	
		Exceptional labor such as clearing debris. Exceptional labor does not include normal hook-up procedure or routine cleanup not to exceed 30 minutes, and does not include the disposal of classified hazardous waste or vehicle cargo.	\$75.00 per hour
		Winching, one-hour minimum, only if normal hook-up is not possible because of conditions or location of vehicle	\$75.00 per hour
		Wait time, if it exceeds 30 minutes from time of arrival at the accident scene.	\$35.00 per hour
		Flat fee for use of medium duty or heavy-duty wrecker, if it exceeds 30 minutes from time of arrival.	\$100.00 per hour
		If an additional operator is required to complete a tow, the second operator may charge a fee.	\$35.00 per hour
		Towing fee study: Towing company(ies) requesting a towing fee study from the city shall deposit prior to the city beginning the study.	\$500.00

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(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

FIRE PREVENTION AND PROTECTION

Sec. A5.08. Emergency, fire and rescue services.

SEC Reference	Last updated	Description	Amount of fee
A5.08.001	Ord. No. 2017-18, Exh. A, 7/11/17	Fees and Charges	

Apparatus	Price per Hour
Class A engine	\$500.00 per unit
Aerial	\$500.00 per unit
Rescue (heavy)	\$600.00 per unit
Brush truck	\$400.00 per unit
Command car/truck	\$200.00 per unit
PPV fan	\$55.00 per unit
Generator, portable	\$55.00 per item
Generator	\$55.00 per item
Chain saw	\$45.00 per item
Portable pump	\$95.00 per item
Float pump	\$65.00 per item
Tool	Price
Foam nozzle	\$55.00 per incident
Foam eductor	\$50.00 per incident
AFFF foam	\$40.00 per gallon
Class A foam	\$25.00 per gallon
Piercing nozzle	\$40.00 per incident
M/S fog nozzle	\$55.00 per incident
M/S straight bore nozzle	\$30.00 per incident
Salvage cover	\$28.00 per item
SCBA pack	\$85.00 per item
Hall runner	\$18.00 per incident
Portable tank	\$75.00 per incident
Water extinguisher	\$22.00 per incident
Dry chemical extinguisher	\$45.00 per incident
CO 2 extinguisher	\$45.00 per incident
Scene lights	\$22.00 per item
Water vests	\$30.00 per item
Thermal imaging camera	\$75.00 per incident
Sawzall	\$55.00 per incident

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Spreaders	\$250.00 per incident
Cutters	\$250.00 per incident
Rams	\$250.00 per incident
Air bags	\$250.00 per incident
K-12 saw	\$55.00 per incident
Target saw	\$55.00 per incident
Ajax tool	\$25.00 per incident
K-tool	\$25.00 per incident
Windshield tool	\$15.00 per incident
Rescue blanket	\$32.00 per item
Rope	\$25.00 per item
Supplies/Service	Price
Absorbent	\$17.00 per bag
Absorbent booms	\$40.00 per item
Top sol	\$35.00 per item
Disposable coveralls	\$30.00 per item
Neoprene gloves	\$20.00 per item
Latex gloves	\$6.00 per item
Over boots	\$25.00 per item
Disposable goggles	\$15.00 per item
Gas plug kit	\$50.00 per item
Plug and dike	\$65.00 per item
Drum liners	\$10.00 per item
Barricade tape	\$22.00 per item
Poly sheeting	\$55.00 per item
Removal of hazardous material	\$150.00 per incident
Disposal of hazardous material	\$150.00 per incident
Gas multimeter	\$65.00 per incident
CO 2 meter	\$65.00 per incident
Microblaze	\$10.00 per quart/\$150.00 per 5 gal
Collision investigation fee. Charged in responses where no mitigation services, debris removal, or rescue services are performed.	\$275.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A5.10. Fire Planning Review and Inspections.

SEC Reference	Last updated	Description	Amount of fee
A5.10	Ord. No. 2021-12 9/21/21	Fire Planning Review and Inspections	

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Category	Fee
Cancellation Fees	
Cancellation Fee	\$100.00
License/Use Permits	
Fire Protection System Permit	\$30.00
Annual permit to ensure that life-safety systems including sprinkler systems, alarm systems, stand-pipe systems, and hood systems, have been inspected by a third party.	
Hazardous Materials Permit Fee	Variable based upon Haz-Mat
Fees paid once every 3 years. Note: Range based on number of gallons of liquid, pounds of solid, and cubic feet of gas.	
Hazardous Materials Permit Renewal	Variable based upon Haz-Mat
High Pile Review	\$145.00
High Pile Review with Hazmat	\$215.00
High Pile Storage Permit	
Annual Fee for High Pile Storage	
0-15,000 sq. feet	\$100.00
15,001-50,000 sq. feet	\$200.00
> 50,001 sq. feet	\$300.00
Printing/Copies	
Inspection Reports	Same
System Plans and Calculations	Same
Professional Services/Analysis	
After Hours Fire Inspection	\$100.00/hr (2 hr minimum)
Annual State Short-Term Occupancy Inspections	
Includes Daycare, Foster Care, Adoption, Halfway Houses, Group Care, MHMR, Adult Daycare, or other short term	
1—30 Occupants	\$75.00
>30 Occupants	\$150.00

Clean Agent Extinguishing System Inspection	
1-50 heads	\$145.00
> 50 heads	\$145 + \$0.50 per head over 50
Fire Alarm System or Fire Sprinkler System Inspection	
Less than \$6,250	\$300.00
\$6,250 to \$250,000	\$425.00
\$251,000 to \$500,000	\$525.00
\$501,000 to \$1,000,000	\$675.00
\$1,000,000 to \$3,000,000	\$950.00
3,000,000 to \$6,000,000	\$1,425.00
\$6,000,000 and up	\$1,425 plus \$0.38 for each additional \$1,000.00
Fire Final (Certificate of Occupancy) Inspection	
0-10,000 sq ft	\$100.00
> 10,000 sq. ft.	\$100 + \$1.00/SF over 1000
Fire Pump Test	\$315.00
Generator Testing	
<660 gallons of fuel	\$100.00
>660 gallons of fuel	\$150.00
Hospitals/Similar Occupancy Inspections	\$100
Nursing Home/Occupancy Inspections	\$100
Hydrant Flow Testing Reports	
Actual flow test performed	\$150.00
Each additional hydrant	\$75.00
Pulled from files	\$25.00
Hydrostatic Tests	\$100.00
Kitchen Extinguishing Hood System Test	\$100.00
Miscellaneous Inspections	\$100.00 plus \$50.00/hr over 1st hr
Mobile Food Vendor Inspection (LP Gas)	\$100.00
Inspection of use, storage, handling and transportation	
Standpipe Flow Test - Requires Eng. Company	
1st building	\$600.00/building

Additional building	\$150.00 per addt'l bldg.
State Licensed Occupancy Inspections	\$100.00
Includes Labs, Clinics, Massage Therapy, Rehabilitation, Bonded Warehouses, Physical Therapy, or other similar	
Re-inspection Fee	\$125.00 plus \$65.00/hr over 2 hrs
Site/Plan Reviews	
Access Control & Egress Impact Systems Review (per system submitted)	\$125.00
Dry/Wet Chemical & Clean Agent System Review (per system submitted)	\$125.00
Fire Alarm System or Fire Sprinkler System Plan Review	Plus 5% Administrative Fee on all permits
"Alarm devices" include individual pieces of equipment such as initiating devices, signaling devices, fire alarm panels, and power extenders.	
Less than \$6,250	\$200.00
\$6,250 to \$250,000	\$300.00
\$251,000 to \$500,000	\$425.00
\$501,000 to \$1,000,000	\$550.00
\$1,000,000 to \$3,000,000	\$800.00
3,000,000 to \$6,000,000	\$1,200.00
\$6,000,000 and up	\$1,200.00 plus \$0.38 for each additional \$1,000.00
Charge for drawings to a scale other than 1/8"=1'	\$10.00 per sheet
Charge for drawings to a scale other than 1/8"=1'	\$10.00 per sheet
Standpipe Systems Review (per system submitted)	\$150.00
Site Plan Review	\$150.00
Preliminary Design/Review Fee	\$100.00/hr (1 hr minimum)
This fee is charged to the customer for staff time needed to provide code consultations, code	

interpretations, and preliminary design input for new architectural and engineering designs.	
Special Events	
Burn Permit (Special Event)	\$100.00
Carnival/Circus Operational Permit	\$200.00
Permit required for outdoor events with expected attendance of > 75 people with some exceptions granted	
Festival/Fair Operational Permit	
49—499 Expected Attendees	\$150.00
>500 Expected Attendees	\$300.00
Fire Watch (Stand By for Special Events)	\$100/hr (2 hr minimum)
Fireworks/Pyrotechnics	\$200.00
Fee includes plan review, license review, and site inspection	
Public Assembly Permit	\$150.00
Annual permit requirement for nightclubs	
Re-inspection Fee for Special Events	\$16.00
Fee is charged for inspector to revisit a special event site due to safety findings in initial inspection	
Special Effects	\$100.00
Special Event Permit Revision Fee	\$75.00
Fee is charged for a re-review of site plan changes for a special event	
Stand By Type VII Fire Apparatus	\$150.00 per hr. (2 hr minimum)
This is for a six wheeler ATV with 2 firefighters.	
Stand By Type VI Fire Apparatus	\$200.00 per hr. (2 hr minimum)
This is for a Brush Truck with 2 firefighters.	
Standby Fire Apparatus (Engine Company)	\$300.00 per hr. (2 hr minimum)
This is for a Fire Engine with 4 firefighters	

Temporary Change of Use Permit	\$150.00
Permit issued for hosting public events of > 50 people in a non-public event structure	
Temporary Helistop Permit	\$150.00
Permit is required to ensure temporary helistop is in compliance with adopted Fire Code and applicable NFPA standards	
Temporary Occupancy Load Adjustment	\$100.00
Tents/Temporary Membrane Structure Permit	\$100.00
Permit required for tents walled on any side in excess of 400 sq. ft. or any tent which exceeds 700 sq. ft. in area. Permit also required for temporary membrane structures.	
Theatrical Performance w/ Open Flame	\$100.00
Performances with open flames	
Trade Show/Exhibit Permit	\$100.00
Permit required for all events classified as trade shows, exhibits, or garden shows	
Trade Show/Exhibit Additional Floor Plan Review	\$50.00

(Ord. No. 2019-25 , § 2(Exh. A), 8-27-19; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

MUNICIPAL COURT

Sec. A7.01. Municipal court—General provisions.

SEC Reference	Last updated	Description	Amount of fee
A7.01.014	1995 Code	Jurors—Jury fee. Jury fee for defendant convicted after requesting jury trial	\$5.00
A7.01.023	1995 Code	Fee for person requesting driving safety course.	\$10.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A7.02. Municipal court—Building security fund.

SEC Reference	Last updated	Description	Amount of fee
A7.02.002	Ord. No. 2022-22 9/20/2022	Assessment of fee—Security fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$4.90

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

Sec. A7.03. Technology fund.

SEC Reference	Last updated	Description	Amount of fee
A7.03		TECHNOLOGY FUND	
A7.03.002	1995 Code	Assessment of fee—Technology fee for defendants convicted of a misdemeanor offense in the municipal court.	\$4.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A7.04. Juvenile case manager fund.

SEC Reference	Last updated	Description	Amount of fee
A.7.04.002	Ord. No. 2005-40. 11/22/05	Assessment of fee—Juvenile case manager fee for defendants convicted of a fine-only misdemeanor offense (except for parking citations) in municipal court.	\$5.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A7.05. Municipal Jury Fund.

SEC Reference	Last updated	Description	Amount of fee
A.7.05.002	Ord. No. 2022-20 09/20/2022	Assessment of fee - Municipal Jury fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court	\$0.10

(Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

OFFENSES AND NUISANCES

Sec. A8.05. Abandoned and junked vehicles.

SEC Reference	Last updated	Description	Amount of fee
A8.05.091	Ord. No. 2022-20 09/20/2022	Fee to accompany report of garage keeper to police department	\$25.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

CHAPTER 12 TRAFFIC AND VEHICLES

SEC Reference	Last updated	Description	Amount of fee
A12.12.005		Golf Carts	
		Registration Annually	\$20.00/Initial \$10.00 Renewal
A12.14.005		Dockless vehicle for hire permit agreements	
		Annual Business Permit (non-refundable)	\$500.00
		Annual Fee for each Dockless vehicle	\$50.00/each
A12.14.005		Dockless vehicle operations	
		Fee for return of impounded vehicle	\$50.00/each

(Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

CHAPTER 13 UTILITIES

ARTICLE A13.02 WATER AND WASTEWATER RATES AND CHARGES

Sec. A13.02.002 Wastewater service charge.

- (a) These rates are applicable to all residential, multifamily, commercial and commercial multi-unit retail wastewater customers within the corporate limits of the city who have metered water connections and to whom city wastewater service has actually been connected, except for customers who have a city-approved, on-site sewer system, septic system or other on-site wastewater system, and have not connected to the city's wastewater system, or customers who have a water meter for irrigation use only, as long as the irrigation meter does not provide water to plumbing fixtures.

Minimum charge:	\$46.97
Plus the following charges for consumption per 1,000 gallons:	
0—5,000 gallons	\$2.45
5,001—10,000 gallons	\$2.77

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10,001—20,000 gallons	\$2.95
20,001—50,000 gallons	\$3.18
Over 50,000 gallons	\$3.47

- (b) Wholesale Wastewater: The following rates are applicable to all wholesale wastewater customers within the corporate limits of the city and the city's extraterritorial jurisdiction who have metered wastewater connections and whom have executed a wholesale wastewater agreement with the city:

Monthly Fixed Charge

Customer Charge \$1.75 per wholesale meter

Plus the following charges per 1,000 gallons of metered contributed flow

Volumetric Charge per 1,000 gallons \$5.18 per 1,000 gallons of metered flow contributed

(Ord. No. 2012-25, 12-11-12; Ord. No. 2019-22 , § 2(Exh. A), 6-25-19; Ord. No. 2014-21, 9-23-14; Ord. No. 2015-17, pt. 1, 9-22-15; Ord. No. 2018-26 , § 1, 10-9-18; Ord. No. 2019-22 , § 2(Exh. A), 6-25-19; Ord. No. 2020-05 , § 2(Exh. A), 3-24-20; Ord. No. 2021-14 , § 2(Exh. A), 10-12-21; Ord. No. 2022-26 , § 2(Exh. A), 10-11-22)

Sec. A13.02.003 Sewer connection and tapping fees.

4" connection: \$300.00.

6" connection or larger: Cost plus 25%.

(1995 Code, app. A, § 7.200)

Sec. A13.02.004 Water service charges.

- (a) Retail Water: The following rates will be applicable to retail sales or service of water within the corporate limits of the city.

- (1) Residential - In city limits.

Meter Size	Minimum Charge
¾" (or smaller)	\$32.72
1"	\$54.53
1½"	\$106.50
2"	\$168.59
3"	\$316.10
4"	\$503.96
6"	\$1,038.19

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$ 2.85
3,001—5,000 gallons	\$ 3.04
5,001—10,000 gallons	\$ 3.22
10,001—20,000 gallons	\$ 3.42
20,001—50,000 gallons	\$ 3.69

Over 50,000 gallons	\$ 3.87
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Commercial - In city limits.

Meter Size	Minimum Charge
¾" (or smaller)	\$32.72
1"	\$54.53
1½"	\$106.50
2"	\$168.59
3"	\$316.10
4"	\$503.96
6"	\$1,038.19

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$2.85
3,001—5,000 gallons	\$3.04
5,001—10,000 gallons	\$3.22
10,001—20,000 gallons	\$3.42
20,001—50,000 gallons	\$3.69
Over 50,000 gallons	\$3.87

(2) *Residential and Commercial - Outside city limits.*

Meter Size	Minimum Charge
¾" (or smaller)	\$49.09
1"	\$81.79
1½"	\$159.75
2"	\$252.89
3"	\$474.15
4"	\$862.44
6"	\$1,557.29

Plus the following charges for consumption per 1,000 gallons:

0—3,000 gallons	\$4.12
3,001—5,000 gallons	\$4.42
5,001—10,000 gallons	\$4.70
10,001—20,000 gallons	\$4.98
20,001—50,000 gallons	\$5.39
Over 50,000 gallons	\$5.66

- (b) Wholesale Water: The following rates are applicable to wholesale sales of water within the corporate limits of the city and the city's extraterritorial jurisdiction who have metered water connections and whom have executed a wholesale water agreement with the city.

Monthly Fixed Charge

Source Cost\$45,000.00 per MGD subscribed capacity

Transmission Cost\$4,977.71 per MGD subscribed capacity

Customer Charge\$1.75 per wholesale meter

Plus the following charges for consumption per 1,000 gallons

Volumetric Charge per 1,000 gallons\$2.24 per 1,000 gallons of actual consumption

(Ord. No. 2012-25, 12-11-12; Ord. No. 2014-21, 9-23-14; Ord. No. 2015-17, pt. 1, 9-22-15; Ord. No. 2019-22 , § 2(Exh. A), 6-25-19; Ord. No. 2020-05 , § 2(Exh. A), 3-24-20; Ord. No. 2021-14 , § 2(Exh. A), 10-12-21; Ord. No. 2022-26 , § 2(Exh. A), 10-11-22; Ord. No. 2023-37 , § 2(Exh. A), 9-26-23)

Sec. A13.02.005 Water connection and tapping fees.

(a) *Inside city limits.*

¾"	\$300.00
1"	\$400.00
1½"	\$800.00
2"	\$1,950.00
3"	\$2,450.00
4"	\$3,450.00

All service connections larger than 4" and all nonroutine service connections shall be billed at actual cost plus twenty-five (25) percent.

(b) *Outside city limits.*

¾"	\$400.00
1"	\$500.00
1½"	\$900.00
2"	\$2,050.00
3"	\$2,550.00
4"	\$3,550.00

All service connections larger than 4" and all nonroutine service connections shall be billed at actual cost plus twenty-five (25) percent.

(Ord. No. 2003-38, pt. 3 (§ 7.400), 11-11-03)

Sec. A13.02.006 Disconnect and reconnect fees for delinquent accounts.

(b) *Disconnect fee and reconnect fee:*

- (1) Disconnect fee:\$50.00
- (2) Reconnect fee:\$50.00
- (3) After hours reconnection fee:\$75.00

Returned check fee. Applicable amount determined by the district attorney plus any charges assessed against the city by any financial institution for each payment instrument dishonored or returned to the city by the customers bank or financial institution.

Administration fee for all utility transfer requests:\$20.00

(1995 Code, app. A, § 7.500; Ordinance adopting Code; Ord. No. 2015-16, pt. 3, 9-22-15)

Sec. A13.02.008 Billing; discontinuance of service.

Reset fee: \$100.00.

(1995 Code, app. A, § 7.600; Ordinance adopting Code)

Sec. A13.02.009 Deposit.

Customer deposit: \$75.00.

(1995 Code, § 11.209; Ord. No. 2015-16, pt. 3, 9-22-15)

Sec. A13.02.010 Bulk water sales.

- (b) Bulk metering and meter deposit. Minimum deposit per bulk meter requested: \$500.00.
- (c) Sales for small quantities and short durations. Small quantity/short duration purchase of bulk water per one thousand (1,000) gallons or a fraction thereof: \$5.00.

(Ord. No. 2003-38, pt. 2 (11.210), 11-11-03)

Sec. A13.02.011 Acceptance and treatment of wastes from on-site sewage facilities or septic systems.

- (d) Annual license fees.

Vehicles, Transports or Tanks Capable of Containing:	Fee
From 0 to 500 gallons:	\$75.00
From 501 to 1,500 gallons:	\$125.00
From 1,501 to 2,500 gallons:	\$150.00
From 2,501 to 3,500 gallons:	\$175.00
From 3,501 and greater:	\$250.00

(Ord. No. 2005-21, pt. 2 (7.110), 5-10-05)

- (e) Wastewater treatment plant septic unloading fees.

Gallons	Rates
0—1,000	\$64.69
1,001—1,500	\$97.03
1,501—2,000	\$129.38
2,001—2,500	\$161.73

2,501—3,000	\$194.06
3,001—3,500	\$226.41
3,501—4,000	\$258.76
4,001—4,500	\$291.10
4,501—5,000	\$323.44
5,001—5,500	\$355.79
5,501—6,000	\$388.14
6,001—6,500	\$420.48
6,501—7,000	\$452.81
7,001—7,500	\$485.17
7,501—8,000	\$517.51
8,001—8,500	\$549.84
8,501—9,000	\$582.20
9,001—9,500	\$614.54
9,501—10,000	\$646.89

(Ord. No. 2014-21, 9-23-14; Ord. No. 2015-17, pt. 1, 9-22-15)

- (f) In order to meet critical needs of the city's acceptance and treatment of wastes from on-site sewage facilities or septic systems, it is the city's intention to increase these rates, by separate ordinances, by not less than 3.5% each year, starting in December 2012, and each succeeding December until December 2020, consistent with the recommendations of the city's staff, K* Friese and Associates and Rimrock consulting. The intended future rate increases are as follows:

December 2013 - Minimum and volume charges not less than 6.3% higher than those shown adopted in 2012;

December 2014 - Minimum and volume charges not less than 3.5% higher than those shown adopted in 2013;

December 2015 - Minimum and volume charges not less than 3.5% higher than those shown adopted in 2014;

December 2016 - Minimum and volume charges not less than 4.5% higher than those shown adopted in 2015;

December 2017 - Minimum and volume charges not less than 4.5% higher than those shown adopted in 2016;

December 2018 - Minimum and volume charges not less than 4.0% higher than those shown adopted in 2017; and

December 2019 - Minimum and volume charges not less than 3.5% higher than those shown adopted in 2018.

(Ord. No. 2012-25, 12-11-12)

UTILITIES

Sec. A13.04. On-site sewage facilities.

SEC Reference	Last updated	Description	Amount of fee
A13.04.010	Ord. No. 2005-44 11/22/05	On-Site Sewage Facilities Permit Fees	
		Standard System	\$250.00
		Designed System	\$400.00
		Modification to Standard Permit	\$100.00
		Modification to Designed Permit	\$100.00
		Adjustment from Standard to Design	\$100.00
		Holding Tank	\$200.00
		Septic Tank Replacement	\$125.00
		Reinspection (Failed installation inspection)	\$125.00
		Maintenance Contract Renewal	\$25.00

Sec. A13.05. Creation of water districts.

SEC Reference	Last updated	Description	Amount of fee
A13.05.005	1995 Code	Filing Fee for application to create Water Control District or Municipal Utility District	\$10,000.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18)

ARTICLE A13.07 ELECTRICAL SERVICE**Sec. A13.07.001 Residential service.**

(b) Monthly rate schedule.

Monthly customer charge	\$10.00
Wires charge	\$0.0328 per KWH
Generation charge	This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

(Ord. No. 2005-46, 12-13-05)

(c) Customer deposit. \$200.00.

(Ord. No. 2015-16, pt. 3, 9-22-15)

- (f) Disconnect fees and reconnect fees.
 - (1) Disconnect fee: \$50.00.
 - (2) Reconnect fee: \$50.00.
 - (3) After hours reconnection fee: \$75.00.

(Ord. No. 2015-16, pt. 3, 9-22-15)

- (g) Relocation of service. Transfer fee, per meter: \$20.00.
- (h) Temporary service. Nonrefundable charge:
 - New temporary service single-phase connection: \$50.00.
 - New three-phase connection, if available: \$100.00.

- (j) Security lights. Installation charge and flat monthly rate:

Installation	\$70.00
Monthly rate:	100 watt hps bulb - \$6.35
Installation	\$185.00
Monthly rate:	250 watt hps bulb - \$12.50
Installation	\$215.00
Monthly rate:	400 watt hps bulb - \$18.00

- (k) Line extension fee. Minimum charge per extension of new service line: \$300.00.

- (l) Returned checks. Charge of \$30.00.

(1995 Code, app. A, § 7.700; Ordinance adopting Code; Ord. No. 2004-2, pt. 1, app. A (7.700), 1-13-04)

Sec. A13.07.002 Commercial service.

- (b) Monthly rate schedule.

Monthly customer charge	\$16.00
Wire charge	\$0.0326 per KWH
Generation charge	This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

- (f) Disconnect Fees and Reconnect fees
 - (1) Disconnect fee: \$50.00.
 - (2) Reconnect fee: \$50.00.
 - (3) After hours reconnection fee: \$75.00.

(Ord. No. 2015-16, pt. 3, 9-22-15)

- (g) Relocation of service. Transfer fee, per meter: \$20.00.

- (h) Temporary service. Nonrefundable charge:
 - New temporary service single-phase connection: \$50.00.
 - New three-phase connection, if available: \$100.00.

- (j) Security lights. Installation charge and flat monthly rate:

Installation	\$70.00
Monthly rate:	100 watt hps bulb - \$6.35
Installation	\$185.00
Monthly rate:	250 watt hps bulb - \$12.50
Installation	\$215.00
Monthly rate	400 watt hps bulb - \$18.00

- (k) Line extension fee. Minimum charge per extension of new service lines: \$300.00.

- (l) Returned checks. Charge of \$30.00.

(1995 Code, App. A, § 7.800; Ord. No. 2004-2, pt. 1, app. A (7.800), 1-13-04; Ordinance adopting Code; Ord. No. 2005-46, 12-13-05)

Sec. A13.07.003 Key accounts.

- (b) Rate schedule.

Monthly customer charge	\$16.00
Wires charge	\$0.0318 per KWH
Generation charge	This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

- (f) Disconnect Fees and Reconnect fees
 - (1) Disconnect fee: \$50.00.
 - (2) Reconnect fee: \$50.00.
 - (3) After hours reconnection fee: \$75.00.

(Ord. No. 2015-16, pt. 3, 9-22-15)

- (g) Relocation of service. Transfer fee, per meter: \$20.00.

- (h) Temporary service. Nonrefundable charge:
 - New temporary service single-phase connection: \$50.00.
 - New three-phase connection, if available: \$100.00.

- (j) Security lights. Installation charge and flat monthly rate:

Installation	\$70.00
Monthly rate:	100 watt hps bulb - \$6.35

Installation	\$185.00
Monthly rate:	250 watt hps bulb - \$12.50
Installation	\$215.00
Monthly rate	400 watt hps bulb - \$18.00

- (k) Line extension fee. Minimum charge per extension of new service line: \$300.00.
 - (l) Returned checks. Charge of \$25.00.
- (1995 Code, app. A, sec. 7.900; Ordinance adopting Code; Ord. No. 2005-46, 12-13-05)

Sec. A13.07.004 Municipal electric rates.

- (b) Rate schedule.

Wires charge	\$0.0048 per KWH
Generation charge	This rate, which may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer.**

(Ord. No. 2005-46, 12-13-05)

Sec. A13.07.005 Billing and terms of service.

- (d) Theft of service.

Service fee or reconnect fee:

 Within city limits:

 During regular working hours: \$25.00.

 After-hours calls: \$40.00.

 Outside city limits:

 During regular working hours: \$40.00.

 After-hours calls: \$50.00.

Reset fee: \$100.00.

** Generation charge is equal to the amount per KWH that is calculated monthly to reflect the amounts charged the city by its power provider that is not covered in the monthly customer and wires charges listed in this fee schedule. This calculation will be made by the city on an ongoing basis, from month to month, and the generation charge passed through to the consumer will be based on the city's cost. Generation charge is equal to the total charges billed by the city's wholesale power provider divided by the total KWH measured/metered by all customers except "key account customers" for the ensuing month times the electric consumption for each customer. (Ordinance 2005-46 adopted 12/13/05)

(1995 Code, app. A, § 7.1100; Ordinance adopting Code)

ARTICLE A13.08 SOLID WASTE

Sec. A13.08.015 Amount of service charges.

Service charges shall be as provided for by contract between the city and the franchised refuse collection contractor.

Base Residential Services

SEC Reference	Last updated	Description	Amount of fee
A13.08.015	Ord. No. 2022-22 9/20/2022	Solid Waste	
		Residential Service monthly charge	\$18.59
		Residential Additional Cart monthly charge	\$6.08
		Residential Additional Recycling Cart monthly charge	\$2.43

**Progressive Waste Solutions directly invoices Commercial Customers
for the following Services:**

Commercial Solid Waste Dumpster Services

Container Size	Weekly Collection Frequency ¹						Extra Pickups ¹
	1	2	3	4	5	6	
96-Gallon Cart	\$28.02			N/A	N/A	N/A	
2 CY Dumpster	\$ 80.98	\$ 220.72	\$ 271.77	\$ 288.84	\$ 332.16	\$ 348.77	\$ 75.36
3 CY Dumpster	\$ 88.13	\$ 163.34	\$ 258.62	\$ 344.49	\$ 430.34	\$ 458.28	\$ 81.44
4 CY Dumpster	\$ 121.13	\$ 176.58	\$ 282.49	\$ 376.18	\$ 470.20	\$ 575.78	\$ 85.08
6 CY Dumpster	\$ 132.71	\$ 216.96	\$ 366.64	\$ 460.61	\$ 575.77	\$ 690.91	\$ 100.89
8 CY Dumpster	\$ 151.40	\$ 262.57	\$ 392.70	\$ 511.08	\$ 638.84	\$ 766.61	\$ 115.48
10 CY Dumpster	\$ 161.28	\$ 266.21	\$ 416.72	\$ 556.58	\$ 695.73	\$ 834.88	\$ 128.84

Commercial Recycling Dumpster Services (Non-Exclusive)

Container Size	Weekly Collection Frequency ¹						Extra Pickups ¹
	1	2	3	4	5	6	
96-Gallon Cart	\$ 22.20			N/A	N/A	N/A	
2 CY Dumpster	\$ 72.88	\$ 198.65	\$ 244.08	\$ 259.95	\$ 298.96	\$ 313.90	\$ 75.36
3 CY Dumpster	\$ 79.32	\$ 147.00	\$ 237.62	\$ 295.41	\$ 396.04	\$ 475.24	\$ 81.44
4 CY Dumpster	\$ 95.48	\$ 171.97	\$ 257.95	\$ 343.95	\$ 429.92	\$ 515.90	\$ 85.08
6 CY Dumpster	\$ 99.53	\$ 162.72	\$ 274.98	\$ 345.47	\$ 431.81	\$ 518.20	\$ 100.89
8 CY Dumpster	\$ 105.99	\$ 183.80	\$ 274.89	\$ 357.75	\$ 447.18	\$ 536.62	\$ 115.48
10 CY Dumpster	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 128.84

Additional Fee Commercial Services

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(Supp. No. 15)

Description of Service	Fee
Lock	\$13.38 per month
Set of casters	\$24.31 per month
Opening and closing of enclosures	No Charge
Excessive maintenance	\$121.55 per swap more than 1x per year

Temporary Refuse Roll-off Services (Maximum allowable fee)

Roll-off Type and Size	Container Rental Fee ² (Per Day)	Initial Delivery Fee (One-time)	Collection Fee (Per Pull)	Disposal Fee ³ (Per Ton)	Processing Fee ⁴ (Per Ton)
10 CY Roll-off ¹	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
15 CY Roll-off ¹	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
20 CY Roll-off	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
30 CY Roll-off	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00
40 CY Roll-off	\$ 5.78	\$ 157.69	\$ 379.64	\$ 28.23	\$0.00

¹ These container sizes are exclusive only for Commercial Service Units. Temporary service for Residential Service Units is a nonexclusive service. Proposed fees for non-exclusive services represent the maximum allowable fee, but the Contractor may choose to offer the service for a lower fee.

² ;hg;Container rental fee does not apply for the first 14 calendar days of service.

³ ;hg;Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.

⁴ ;hg;Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing.

* Could be subject to fees associated with contamination of materials.

Permanent Refuse Roll-off Services (Maximum Allowable Fees)

Roll-off Type and Size	Container Rental Fee (Per Month)	Compactor Rental Fee ¹ (Per Month)	Collection Fee (Per Pull)	Disposal Fee ² (Per Ton)	Processing Fee ³ (Per Ton)
10 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
15 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
20 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
30 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
40 CY Roll-off	\$ 121.55	N/A	\$ 379.64	\$ 28.23	\$0.00
25 CY Roll-off Compactor	N/A	\$ 364.65	\$ 379.64	\$ 28.23	\$0.00
30 CY Roll-off Compactor	N/A	\$ 395.04	\$ 379.64	\$ 28.23	\$0.00
40 CY Roll-off Compactor	N/A	\$ 425.42	\$ 379.64	\$ 28.23	\$0.00

¹ Does not apply if the customer owns the compactor unit.

² ;hg;Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.

³ ;hg;Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing

location. Tonnage must be reported to the customer as part of the customer billing.

* ;hg;Container Rental fee only applies if the customer has less than a minimum of 2 pulls per month.

* ;hg;Processing Fee may be subject to charges relating to contamination.

(Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

Sec. A13.09. Utility fees and deposits.

SEC Reference	Last updated	Description	Amount of fee
A13.09.003	Ord. No. 2015-16 9/22/15	Return Trip—Failure to have presence of responsible person for connection	\$25.00
A13.09.004	Ord. No. 2015-16 9/22/15	Credit Check	Actual Cost
A13.09.005	Ord. No. 2015-16 9/22/15	Residential Electric Deposit	\$200.00
		Residential Water Deposit	\$75.00
		Commercial Deposit	Equivalent of twelve (12) months average times two (2), plus fifteen (15)%
		Temporary Deposit follows same rules for Residential and commercial above	
		Temporary Services—nonrefundable fee	\$50.00
		Solid Waste Deposit	\$50.00
A13.09.006	Ord. No. 2015-16 9/22/15	Deferred Payment Plan—Administration Fee	\$25.00
A13.09.007	Ord. No. 2015-16 9/22/15	New Application Fee	\$50.00
		Disconnect Fee	\$50.00
		Reconnect Fee	\$50.00
		After Hours Reconnect Fee	\$75.00
		Trip Fee—Investigation during regular business hours	\$50.00
		Trip Fee—Investigation after hours	\$100.00
		Miscellaneous Service Fee	\$50.00

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		Meter Re-reading Fee	\$25.00
		Meter Inaccessible Fee	\$25.00
		Transfer of Service Fee (per account)	\$20.00
		Returned Check Fee	Actual cost to the City
		Meter Testing Fee—unless City initiated	Actual cost plus \$25.00 fee
		Tampering with City Meter Charge—Actual costs could include cost of actual amounts of service used without City authorization, and cost associated with investigating the tampering claim.	Minimum \$500 or actual damages or both

Sec. A13.11. Reclaimed waters.

SEC Reference	Last updated	Description	Amount of fee
A13.11.001	Ord. No. 2015-05 3/24/15	Reclaimed Water for Irrigation—per 1,000 gallons	\$5.00 Minimum \$5.00
A13.11.002	Ord. No. 2015-05 3/24/15	Reclaimed Water—Cost related to permitting, inspecting and application	
		Application Fee	\$150.00
		Resubmission/application review Fee	\$50.00
		Volume Charges per 1,000 gallons	\$5.00
		Engineering and other Professional Services	Actual Costs
		Security Deposit	\$500.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21)

Sec. A13.13.001 Attachments to Utility Facilities Fees and Charges

(a) Attachment Fees and Charges

- (1) Pre-Permit Survey Fee: \$50.00 per hour
- (2) Make-Ready Charges: \$50.00 per hour
- (3) Annual Pole Attachment Fee (Multiplied per attachment per pole): \$ 10.00
- (4) Annual Conduit Attachment Fee (Multiplied per liner foot): \$2.50
- (5) Inspection Fee (Actual Cost per Inspection): \$50.00 per hour
- (6) Unauthorized Attachment Penalty Fee (3 × Annual Attachment Fee, per occurrence): \$30.00
- (7) Failure To Tag Penalty (½ annual attachment fee per occurrence): \$5.00

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(8) Failure to move/remove facilities penalty (½ annual rate per day, per pole linear foot of conduit): \$5.00
(Ord. No. 2016-35 , § 4, 1-24-17)

BASTROP BUILDING BLOCK (B³) CODE

SEC Reference	Last updated	Description	Amount of fee
A14.01.001	Ord. No. 2022-22 9/20/2022	Administration fee (per application, included in fees below unless otherwise noted)	5% of application fee
		Completeness Check (per application review)	\$250.00
		Technology Fee (per application, included in fees below)	\$6.00
		Meeting Re-Notification, if required by applicant action	\$500.00
		Appeal of Administrative Decision	\$531.00
		Appeal of Board/Commission Decision	\$531.00
		Misc. Administrative Plan Review	\$531.00
		Warrant Determination	\$60.00
A14.01.010	Ord. No. 2022-22 09/20/2022	SUBDIVISION	
		Preliminary Plat Review (plus 5% administration fee)	\$1,706.00 + \$125.00 per acre
		Final Plat Review (plus 5% administration fee)	\$1,281.00 + \$125.00 per acre
		Amended/Administrative Plat Review (plus 5% administration fee)	\$1,281.00 + \$25.00 per acre
		Replat Review (plus 5% administration fee)	\$1,281.00 + \$125.00 per acre
		Plat Vacation Review	\$1,345.00
		Public Improvement Plan Review	\$5,256.00 minimum + all professional fees*
		Single Improvement Public Improvement Plan Review	\$1,345.00
		Public Improvement Plan Amendment Review	\$1,345.00
		Public Improvement Inspections	3.5% of total cost of improvement**, \$2,500.00 minimum

		Public Improvement Plan Agreement Review	\$3,156.00 + all professional fees*
		Conceptual Drainage Plan Review	\$1,266.00
		Preliminary Drainage Plan Review	\$2,421.00
		Final Drainage Plan Review	\$1,581.00
		Preliminary Infrastructure Plan Review	\$2,001.00
		Subdivision Variance Review	\$500.00
		Plat Recordation with the County	\$150.00 + fees charged by the County
		Platting Exemption Determination	\$50.00
		License Agreement Review	\$3,156.00, plus professional fees*
		Land Disturbance Permit	\$216.00
		License to Encroach Review, Easement	\$531.00, plus professional fees*
		License to Encroach Review, Right-of-Way	\$794.00, plus professional fees*
		Traffic Impact Analysis Review	\$557.00, plus professional fees*
		Right-of-Way Vacation Review	\$1,791.00, plus professional fees*
		Easement Vacation Review	\$899.00, plus professional fees*
		Neighborhood Regulating Plan	\$1,056.00
		DEVELOPMENT FEES IN LIEU	
		Tree Mitigation	\$600.00 per 4-inch tree
		Sidewalk	\$14.00 per square foot
		Trail	\$14.00 per square foot
		PARKLAND DEDICATION	
		Less than 4 dwelling units per building	\$500.00 per Unit
		4 or more dwelling units per building	\$400.00 per Unit
		SITE DEVELOPMENT	

		Site Development Plan Review (plus 5% administration fee)	\$1,706.00 + \$125.00 per acre
		Site Development Plan Amendment Review	\$531.00
		Site Development Inspections	\$500.00
		GIS MAPPING FEES	
		Map Printing	\$6.67 per square foot + \$50.00 an hour
		Custom Map	\$250.00 per hour
		Public Improvement Plan Digitizing, May be waived if digital plans provided per City specifications	\$250.00 per hour
		ZONING	
A14.01.001	Ord. No. 2021-12 09/21/2021	Zoning Concept Scheme Review (greater than or equal to 3.4 acres) (plus 5% administration fee)	\$3,006.00 + \$200.00 per acre (rounded up)
A14.01.001	Ord. No. 2021-12 09/21/2021	Zoning Concept Scheme Review (less than 3.4 acres)	\$1,581.00
A14.01.001	Ord. No. 2021-12 09/21/2021	Planned Development Zoning Amendment Review (plus 5% administration fee)	\$9,006.00 + \$200.00 per acre (rounded up)
A14.01.001	Ord. No. 2022-22 9/20/2022	Zoning Variance Review	\$500.00
		B ³ Code Text Amendment Review	\$2,106.00, plus professional fees*
		Comprehensive Plan Amendment Review	\$1,056.00, plus professional fees*
		Development Agreement Review	\$3,156.00, plus professional fees*
		Special District Creation (MUD, PID, SUD, WCID, etc.)	\$26,256 + Professional fees*
		Zoning Verification Letter	\$156.00
		Zoning Violation	\$500.00 per violation per day
A14.01.001	Ord. No. 2022-22 9/20/2022	SIGNS	

		Off-Premises Sign (Billboard) Repair	\$452.00
		Repair or reface of existing sign cabinet	\$85.00
		Building Signs (structural):	\$106.00 plus \$1.00 per square foot
		Awning, Band (wall), Blade, Marquis, Outdoor Display Case, Construction Site (plus 5% administration fee)	
		Building Signs (non-structural):	\$56.00 plus \$1.00 per square foot
		Nameplate, Window (plus 5% administration fee)	
		Small Freestanding Signs:	\$60.00
		Yard, Directional	
		Large Freestanding Signs: Monument, Pylon, Development Information, Construction Site (plus 5% administration fee)	\$206.00 plus \$2.00/ft. of sign height and \$2.00/sq. ft. of sign area
		Banner	\$60.00
		Sidewalk Sign	\$60.00
		Master Sign Plan Review	\$531.00
		Administrative Sign Variance Review	\$500.00
		ZBA Sign Variance Review	\$500.00
		Work without Permit	100% the fee per sign type
A14.01.001	Ord. No. 2022- 22 9/20/2022	HISTORIC PRESERVATION	
		Certificate of Appropriateness	\$58.50
		Certificate of Appropriateness - Demolition or Relocation	\$111.00
		Work without Certificate of Appropriateness	\$500.00 per violation per day
		* In accordance with Article 1.14 Professional and Consulting Fees or approved professional agreement	
		** Based on certified cost estimate provided by engineer of record and approved by the City	

(Ord. No. 2022-22 , § 1(Exh. A), 9-20-22; Ord. No. 2023-08 , § 2(Exh. A), 4-11-23)

CEMETERIES

Sec. A15.01. Fairview Cemetery.

SEC Reference	Last updated	Description	Amount of fee
A15.01.012	Ord. No. 2022-22 9/20/2022	Cost of one (1) plot - Resident of the City of Bastrop	\$1,500.00
		Cost of one (1) plot - Non-Resident of the City of Bastrop 80% of the fee is deposited into the Operating fund 20% of the fee is deposited into the Permanent Fund	\$3,500.00
		Recording Fee	\$30.00
		Permit Fee	\$25.00
		Burial Open/Close fees	
		Adult burial	\$1,520.00
		Infant/cremations burial	\$1,160.00
		Weekend surcharge	\$125.00
		Holiday surcharge	\$600.00
		Disinterment/Re-interment	\$1,450.00 each
		Liners	\$750.00
		Setup fee	\$640.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2020-27 , § 1(Exh. A), 9-22-20; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)

CITY OF BASTROP
MASTER FEE SCHEDULE

FY 2025

Updated: February 17, 2024

GENERAL PROVISIONS

Item 9H.

Records Management Program

Description	Amount of Fee/Deposit
Charges for printing copies for public information	
Standard size paper copy (per printed page)	\$0.10
Nonstandard copy – JAZ drive	Actual Cost
Nonstandard copy – other electronic media	Actual Cost
Non-standard-size copy-Paper (each printed page)	\$.50
Non-standard-size copy-Other	Actual Cost
Personnel Charge per hour	17.50
Overhead charge-20% of personnel charge	Actual
Remote document retrieval charge	Actual Cost
Computer resource charge: Client/server-per minute	\$1.00
Computer resource charge-PC or LAN-per minute	\$.50
Programming time charge-per hour	\$28.50
Miscellaneous supplies	Actual Cost
Postage and shipping charge	Actual Cost
Fax charge-Local per page	\$.10
Fax charge-long distance- same area code-per page	\$.50
Fax charge-long distance-different area code-per page	\$1.00
Other costs	Actual Cost

The Office of Attorney General adopts rules for use by governmental body in determining charges under Texas Government Code, Chapter 552 Subchapter F.

Investigations

Description	Amount of Fee/Deposit
Penalty for contempt in failing or refusing to obey City Council's subpoena or to produce an such books, papers, or other evidence pursuant to a council investigation under Bastrop Charter 3.11	\$500

Parks

Item 9H.

Description	Amount of Fee/Deposit
Noncommercial fees and deposits	
Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
Less than 100 Patrons	\$50.00/\$50.00
101-200 Patrons	\$100.00/\$150.00
201-300 Patrons	\$150.00/\$250.00

Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code).	\$0.00/\$50.00
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Multipurpose fields	
Schedule for non-commercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.	
Less than 100 Patrons	\$50.00/\$100.00
101-300 Patrons	\$75.00/\$150.00
301-500 Patrons	\$100.00/\$200.00

Additional Park amenities fees for non-commercial use	
Softball fields -daily/practice use	\$20.00 per hour/\$50.00 flat fee
Softball fields-additional lighting (6-10 pm)	\$10.00 per hour
Softball fields-tournament use	\$150.00 per day/\$100.00 flat fee
Softball fields-tournament use-additional lighting (6-10pm)	\$10.00 per hour
Sand volleyball court (no lighting available)	\$40.00 per 4- hour block
Pier/scenic outlook	\$40.00 per 4-hour block
Pier/scenic outlook-seating at additional cost	\$2.00 per chair
Tennis & Basketball courts	\$4.00 per 4-hour block
Tennis & Basketball courts-limited lighting available	\$10.00 per hour (6-10pm)
Disc Golf Tournaments	\$200 (100 players); \$2.00 per player after 100
Additional equipment required	Standard FEMA rates apply
Barricades – Type I	\$3.00 each
Barricades – Type II	\$10.00 each
Barricades – Type III	\$20.00 each
Cones 24-36 inches	\$1.00 each
Cones 48 inches	\$2.00 each

Commercial fees and deposits:	
Pavilions (including BBQ pits when available). Schedule for commercial use fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
Less than 100 patrons	\$100.00/\$200.00
101-200 patrons	\$200.00/\$300.00
201-300 patrons	\$300.00/\$400.00
Greater than 300	Special event permit required

Multipurpose fields	
Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
0-100 patrons	\$100.00/\$200.00
101-200 patrons	\$250.00/\$400.00
201-500 patrons	\$400.00/\$600.00
Additional Park amenities fees commercial use.	
Softball fields-daily practice use	\$30.00 per hour/\$100.00 Dep
Softball fields-additional lighting (6-10pm)	\$10.00 per hour
Softball fields-tournament use	\$250.00 per day/\$200.00 Dep
Sand volleyball court – 4-hour block (no lighting)	\$80.00
Pier/Scenic outlook – additional seating	\$3.00 per chair
Tennis & Basketball courts – 4-hour block	\$80.00
Tennis & Basketball courts-limited lighting available (6-10 pm)	\$10.00 per hour
City staff – required with 100+	\$25.00 per hour
Disc Golf Tournaments	\$200 (100 players); \$2.00 per player after 100
Additional equipment required	Standard FEMA rates
Barricades Type I	\$5.00 each
Barricades Type II	\$20.00 each
Barricades Type III	\$25.00 each
Cones 24-36”	\$2.00 each
Cones 48”	\$4.00 each
The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.	
Rodeo Arena Rental Fees	
Rodeo Arena Rental includes lighting	\$200.00 per day
Security Deposit for entire event	\$400.00
Rodeo Arena Rental-4-hour block before dark	\$50.00
4-hour block before dark security deposit	\$100.00 per 4-hr block
Rodeo Arena Rental-4-hour block after dark	100.00
4-hour block after dark security deposit	\$200.00 per 4-hr block
Arena dirt work-City crew-tractor, drag	\$50.00 per hour
City Staff (litter, assistance, etc.)	\$20.00 per hour, per person
Electricity for arena lights	\$10.00 per hour
Water for arena dirt work	\$5.00 per 1,000 gallons
RV and/or campsites with hook-ups (includes water/electric)	\$35.00 per day
Concession stand/kitchen	See concession stand agreement
Dog training	
Dog training classes in Bark Park only per class	\$25
Deposit	\$50
Recreation Membership	Fees Monthly
Individual	Resident \$30; Non-Resident \$35
Family	Resident \$50; Non-Resident \$55

Senior/Military/Disabled Person(s)	Resident \$20; Non-Resident \$25
Military Family	Resident \$40; Non-Resident \$45
City Employee	Individual \$0; Family \$30
Drop-in Fee	\$5-\$20

Library

Description	Amount of fee/Deposit
Membership Fees	
Individual Annual Membership	Resident: \$0.00 Non-Resident: \$25.00
Individual Six-month Membership	Resident: \$0.00 Non-Resident: \$15.00
Senior Citizen (55+), Veteran, or Individual with Disabilities Annual Membership	Resident: \$0.00 Non-Resident: \$20.00
Family Annual Membership	Resident: N/A Non-Resident: \$40.00
Circulating Material Fines & Fees	
Materials not returned 30 days past due date	Up to Manufacturer's Suggested Retail Price (MSRP)
Electronic devices returned after Due Date	\$1.00 per item per day, no grace period, \$30.00 cap per item.
Replacement of Bastrop Public Library materials or electronic devices lost or damaged beyond repair	Manufacturer's suggested retail price (MSRP)
Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
Interlibrary Loan return shipping costs	\$3.00 per item
Meeting Rooms	
Maynard Conference Room	General: \$25.00 per hour Deposit \$100
Pressley Meeting Room	General: \$50.00 per hour Deposit \$100
Supply and Equipment Fees	
Printing – Black & White, Letter-sized paper	\$0.10 per page
Printing – Color, Letter-sized paper	\$1.00 per page
Printing – Black & White, Ledger-sized paper (11X17")	\$0.20 per page
Printing – Color, Ledger-sized paper (11X17")	\$1.20 per page
3D Printing, except as part of an official Library program	\$0.10 per gram
Miscellaneous Fees	
Replacement library card	\$1.00
Electronic devices returned via exterior book drop	\$5.00

Film and Broadcasting

Item 9H.

Description	Amount of fee/Deposit
Film and Broadcasting	
BTXN field production rates	
Preproduction (Crew coordination, call sheet, and one meeting)	\$35.00
Raw show transfer (*No charge if BTXN is editing, requires approximately ½ hour each for set up and breakdown)	\$20.00 *
Administration charge	12% of total bill
BTXN crew member studio production rates per hour (2-hour minimum)	
Producer	\$50.00
Director/technical director	\$35.00
Audio technician	\$35.00
Floor manager	\$30.00
Camera operator	\$30.00
Graphics and CG technician/teleprompter operator	\$30.00
Audio assistant	\$25.00
Production assistant	\$20.00
BTXN studio miscellaneous rates	
Additional DVDs (first one no charge with editing time)	\$15.00
Additional video files (one full quality high resolution file included with editing time)	\$15.00
Additional ½ hour editor review session (first one included with editing time)	\$20.00

Payments by Credit Card or Other Electronic Means

Description	Amount of fee/Deposit
Payments by Credit Card or Other Electronic Means	
Credit Card Processing Fee	3% of total amount paid

Animal Control

Item 9H.

Description	Amount of fee/Deposit
Vaccination and licensing of dogs and cats	
Guard dog permit	\$35.00
License fee - Altered dog	\$5.00
Unaltered dog per animal	\$25.00 per animal, per year

Kennels and multiple pet ownership	
Kennel permit	\$70.00
Multiple pet owner's permit	\$35.00
Private breeder's permit	\$35.00
Commercial animal sales permit	\$70.00

Impoundment	
Authorized fees	
Initial impound fee	\$40.00 per animal
Dog or cat per additional day	\$3.50 per animal

Owner surrender fees	
Animals surrendered by owner/harbinger:	
owner surrender one pet	\$20.00
Owner surrender pets in litter, 8 weeks-3 months	\$25.00 per litter
Owner surrender under 8 weeks of age	\$10.00 per animal

Adoption of impounded animals	
Adoption fee with mandatory spay/neuter agreement	\$15.00

Livestock and estray impoundment fees	
Cattle, per head	\$40.00 each
Equine, per head	\$40.00 each
Swine, per head	\$40.00 each
Exotic fowl, per bird	\$40.00 each

Dangerous dogs	
Permit and tag	
Dangerous dog, unspayed/unneutered	\$100.00 each
Dangerous dog, spayed/neutered	\$50.00 each
Dangerous dog, renewal, unspayed/unneutered	\$50.00 each
Dangerous dog, renewal, spayed/neutered	\$25.00 each

Building Regulations

Item 9H.

Description	Amount of fee/Deposit
General provisions	
Charges for consulting services	
Professional/Consultant fees and related charges incurred by the City	Actual fee plus 15% administrative fee
Work commencing prior to permit issuance- The greater of:	100% of the calculated permit and inspection fees or \$150, in addition to the required permit and inspection fees
Certificate of Occupancy fees	
Certificate of Occupancy (occupancy classification change and short-term rentals)	\$270
Certificate of Occupancy (tenant or lease change)	\$125
Copies/Re-issue Certificates of Occupancies, inspection reports	\$25
Courtesy Inspections	\$25
Administration fee (per construction permit application which are based on sliding fee scale only)	5%
Emergency Repair (must be verified by Building Official)	50% reduction
Permit Technology Fee (per construction permit which are based on sliding fee scale only)	\$6

Description	Amount of fee/Deposit
Building code	
Schedule of permit fees	
All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:	
Commercial Construction	*SF Value based on ICC Building Valuation Data
New Commercial - Less than \$500,000	\$5 per \$1,000 valuation; minimum \$1,000 fee
New Commercial - \$500,001 to \$1,000,000	\$3,500 base fee plus \$4.5 per additional \$1,000
New Commercial - \$1,000,00 to \$5,000,000	\$8000 base fee for the first \$1,000,000 plus \$4 per additional \$1,000
New Commercial - \$5,000,000 and up	\$24,000 base fee for the first \$1,000,000 plus \$3 per additional \$1,000
New Commercial Plan Review	30% of New Construction Permit Fee
New Commercial Inspection Fee (with Permit)	45% of New Construction Permit Fee
Commercial Shell Building	65% of the New Construction Permit Fee
Commercial Tenant Finish out (per space/area)	65% of the New Construction Permit Fee
Commercial Remodel	\$1,000 plus \$.50 per sf
*Note: Commercial Additions at New Commercial Fees	
Commercial Roofing permit	\$500.00 + \$0.10 sf
Commercial Accessory Structure	\$215
Commercial Accessory Building – 120 sf or less	\$105

Commercial Accessory Building – 121 sf – 160 sf	\$215
Commercial Accessory Building – 161 sf or more	\$320
Commercial Fences and flatwork	\$190
Commercial Miscellaneous Inspections	\$95 per inspection; after hours -2 hour minimum
Commercial reinspection (per inspection)	\$150
Commercial Minimum Permit, if no fees listed are applicable-	\$530

Description	Amount of fee/Deposit
Residential Construction	
New Residential – Less than 900 sf	\$690
New Residential – 901 sf to 1500 sf	\$1200 plus \$0.25 per sf
New Residential – 1501 sf to 5000 sf	\$1500 plus \$0.25 per sf
New Residential – 5001 sf and up	\$2000 plus \$0.25 per sf
Residential Plan Review Fee (includes all residential building)	25% of New Construction Permit Fee
New Residential Inspection Fee (with Permit)	45% of New Construction Permit Fee
Residential Addition	\$750
Residential Remodel (total residence)	\$530
Residential Kitchen Remodel	\$160
Residential Bathroom Remodel	\$160
Residential Remodel/Window Replacement or other	\$160
Roofing permit – Residential	\$160
Residential Accessory Structure	\$160
Residential Accessory Buildings - 120 sf or less	\$125
Residential Accessory Building - 121 sf to 160 sf	\$160
Residential Accessory Building - 160 sf and up	\$320
Accessory Dwelling Unit Finish-Out	\$500
Residential Fence-and flatwork	\$125
Residential Miscellaneous Inspections	\$125
Residential reinspection (per inspection)	\$150
Residential Minimum Permit Fees, if no listed fees are applicable	\$125
Other fees not listed above	
Construction Trailer – includes hookup fee for electrical and plumbing (excludes fees charged by other utility entities)	\$500
Appeal to Construction Standards Board	\$500
Solar System	\$125

Description	Amount of fee/Deposit
Electricity – electrical code	
Electrical Construction	
Commercial attachment permit.	\$215
Commercial trade permit (each project/permit)	\$215 per building, plus \$150 per additional floor (+1 stories)
Commercial reinspection (per inspection)	\$150
Reconnect Meter Inspection (meters 6 months or more without service)	\$125

Residential Trade permit (each project/permit)	\$125
Residential reinspection (per inspection)	\$150

Description	Amount of fee/Deposit
Plumbing code	
Plumbing Construction	
Commercial attachment permit.	\$215
Commercial Trade Fee (each project/permit)	\$215 per building, plus \$150 per additional floor (+1 stories)
CSI or RMI Inspection	\$125
Commercial Irrigation Permit	\$215
Commercial reinspection Fees (per inspection)	\$150
Residential attachment permit.	\$125
Residential Trade Fee (each project/permit)	\$125
Residential Irrigation Permit	\$125
Residential Water Heater Replacement	\$125
Residential reinspection (per inspection)	\$150

Description	Amount of fee/Deposit
Mechanical code	
Mechanical Construction (HVAC)	
Commercial attachment permit.	\$160
Commercial Trade Fee (each project/permit)	\$215 per building, plus \$150 per additional floor (+1 stories)
Commercial HVAC unit replacement (per additional unit)	\$105
Commercial reinspection Fees (per inspection)	\$150
Residential attachment permit.	\$125
Residential Trade Fee (each project/permit)	\$125
Residential HVAC Replacement	\$125
Residential reinspection Fees (per inspection)	\$150

Description	Amount of fee/Deposit
Swimming pools	
Pool Permit and inspection fees.	
Commercial Swimming pool permit	\$1,200
Commercial reinspection (per inspection)	\$150
Residential Swimming Pool Permit	\$400
Residential reinspection Fees (per inspection)	\$125

Description	Amount of fee/Deposit
Moving of Structures, Demolition and Site Work	

Permit and inspection fees.	
Demolition Permit:	
Commercial	\$530
Residential	\$375
Moving Permit:	
Portable structure	\$125
Permanent structure Over 160 sq. ft.	\$160
Road Closure/ROW obstruction	\$150
Commercial reinspection Fees (per inspection)	\$150
Residential reinspection fee (per inspection)	\$150

Description	Amount of fee/Deposit
Floodplain Development Permits	
Single Family, community facility	\$150
Multifamily, commercial, industrial	\$250
Floodplain Development Permit Variance	\$150
Original license	\$1,000.00
Annual Renewal License	\$500.00
Transfer of Mobile Home license fee.	\$500.00

Description	Amount of fee/Deposit
Mobile Home Parks	
New Mobile Home Park Permit	\$500 plus \$25 per space
License	
Original license	\$1,000.00
Annual Renewal License	\$500.00
Transfer of Mobile Home license fee	\$500.00

Description	Amount of fee/Deposit
Streets, rights-of-way and public property	
Work within the Right-of-Way Permit (driveway, sidewalks, culvert or drainage channel mod., etc.)	\$200
Drainage permit fee	
Drainage permit	\$125

Business Regulations

Item 9H.

Description	Amount of fee/Deposit
Taxicabs, Shuttles And Touring Vehicles	
License Fee – Annual license and inspection fee for taxicabs, shuttles, touring and alternative vehicles.	\$25.00 Per Vehicle
	\$12.00 Additional fee, per driver.

Short Term Rentals	
Short Term Rental Registration	\$25.00

Peddlers, Solicitors And Vendors	
Fees	
Individual peddler, solicitor and vendor permit (60 days).	\$30.00
Individual peddler, solicitor, vendor permit (each agent or employee).	\$10.00
Renewal of individual peddler, solicitor and vendor permit.	\$15.00
Replacement permit.	\$10.00
Permit for temporary/seasonal and multiple vendors – Fee; right of city to refuse permit	
Temporary/seasonal and/or multiple vendors or events permit (30 days).	\$100.00
Temporary/seasonal and/or multiple vendors or events permit (60 days).	\$150.00
Temporary/seasonal and/or multiple vendors or events permit (90 days).	\$200.00
Replacement permit.	\$10.00

Mobile Food Court – Mobile Food Vendor	
Annual Mobile Food Vendor Permit	\$500
Special Event Mobile Food Vendor Permit	
Per Permitted Special Event per Vendor	\$25

Coin-Operated Machines	
Occupation Tax – Charge for release of machine sealed for nonpayment.	\$5.00

Description	Amount of fee/Deposit
Special Events Permits, Public Gatherings and Parades	
Application Processing Fee	
With proof of non-profit status (i.e., 501-C)	\$100.00
Processing fee all others.	\$300.00
Security deposit for damages/cleanup.	\$500.00
Refundable if the location of the special event is clean and free of litter and damage.	
Inspection fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs.	\$50.00
Re-inspection fee required for above-described items.	\$75.00

Sexually Oriented Businesses	
Division 2. License – Fee	

Initial Application	\$2,000.00
Annual Fee	\$500.00
Vehicle Towing	
Fees for non-consent tows. (Maximum fees allowed)	
Regular towing charge (for vehicles not requiring the use of heavy-duty wrecker) for vehicles 10,000 pounds or less.	\$150.00
If medium duty or heavy-duty wrecker is used to tow vehicles in excess of 10,000 pounds.	\$300.00
The following additional fees may be charged if verified by the peace officer in charge of the accident scene:	
Exceptional labor such as clearing debris. Exceptional labor does not include normal hook-up procedure or routine cleanup not to exceed 30 minutes. And does not include the disposal of classified hazardous waste or vehicle cargo.	\$75.00 per hour
Winching, one-hour minimum, only if normal hook-up is not possible because of conditions or location of vehicle	\$75.00 per hour
Wait time, if it exceeds 30 minutes from time of arrival at the accident scene.	\$35.00 per hour
Flat fee for use of medium duty or heavy-duty wrecker, if it exceeds 30 minutes from time of arrival.	\$100.00 per hour
If an additional operator is required to complete a tow, the second operator may charge a fee.	\$35.00 per hour
Towing fee study: Towing company(ies) requesting a towing fee study from the city shall deposit prior to the city beginning the study.	\$500.00

Fire Prevention and Protection

Item 9H.

Description	Amount of fee/Dep
Emergency, Fire And Rescue Services	
Apparatus	Price per Hour
Class A engine	\$500 per unit
Aerial	\$500 per unit
Rescue (heavy)	\$600 per unit
Brush truck	\$400 per unit
Command car/truck	\$200 per unit
PPV fan	\$55 per unit
Generator, portable	\$55 per item
Generator	\$55 per item
Chain saw	\$45 per item
Portable pump	\$95 per item
Float pump	\$65 per item

Tool	Price
Foam nozzle	\$55 per incident
Foam eductor	\$50 per incident
AFFF foam	\$40 per gallon
Class A foam	\$25 per gallon
Piercing nozzle	\$40 per incident
M/S fog nozzle	\$55 per incident
M/S straight bore nozzle	\$30 per incident
Salvage cover	\$28 per item
SCBA pack	\$85 per item
Hall runner	\$18 per incident
Portable tank	\$75 per incident
Water extinguisher	\$22 per incident
Dry chemical extinguisher	\$45 per incident
CO ₂ extinguisher	\$45 per incident
Scene lights	\$22 per item
Water vests	\$30 per item
Thermal imaging camera	\$75 per incident
Sawzall	\$55 per incident
Spreaders	\$250 per incident
Cutters	\$250 per incident
Rams	\$250 per incident
Air bags	\$250 per incident
K-12 saw	\$55 per incident
Target saw	\$55 per incident
Ajax tool	\$25 per incident
K-tool	\$25 per incident
Windshield tool	\$15 per incident
Rescue blanket	\$32 per item
Rope	\$25 per item

Supplies/Service	Price
Absorbent	\$17 per bag
Absorbent booms	\$40 per item
Top sol	\$35 per item
Disposable coveralls	\$30 per item
Neoprene gloves	\$20 per item
Latex gloves	\$6 per item
Over boots	\$25 per item

Disposable goggles	\$15 per item
Gas plug kit	\$50 per item
Plug and dike	\$65 per item
Drum liners	\$10 per item
Barricade tape	\$22 per item
Poly sheeting	\$55 per item
Removal of hazardous material	\$150 per incident
Disposal of hazardous material	\$150 per incident
Gas multimeter	\$65 per incident
CO ₂ meter	\$65 per incident
Microblaze	\$10 per quart/\$150 per 5 gal
Collision investigation fee. Charged in responses where no mitigation services, debris removal, or rescue services are performed.	\$275

Description	Amount of fee/Deposit
Fire Planning Review and Inspection	
Cancellation Fees	
Cancellation Fee	\$100
License/Use Permits	
Fire Protection System Permit Annual permit to ensure that life-safety systems including sprinkler systems, alarm systems, stand-pipe systems, and hood systems, have been inspected by a third party.	\$30
Hazardous Materials Permit Fee	Variable based upon Haz-Mat
Fees paid once every 3 years. Note: Range based on number of gallons of liquid, pounds of solid, and cubic feet of gas.	
Hazardous Materials Permit Renewal	Variable based upon Haz-Mat
High Pile Review	\$145
High Pile Review with Hazmat	\$215

High Pile Storage Permit	
Annual Fee for High Pile Storage	
0-15,000 sq. feet	\$100
15,001-50,000 sq. feet	\$200
> 50,001 sq. feet	\$300

Printing/Copies	
Inspection Reports	Same
System Plans and Calculations	Same
Professional Services/Analysis	
After Hours Fire Inspection	\$100/hour (2 hour minimum)

Annual State Short-Term Occupancy Inspections Includes Daycare, Foster Care, Adoption, Halfway Houses, Group Care, MHMR, Adult Daycare, or other short term	
1-30 Occupants	\$75
>30 Occupants	\$150

Clean Agent Extinguishing System Inspection	
1-50 heads	\$145

> 50 heads	\$145 + \$0.50 per head over 50
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Fire Alarm System or Fire Sprinkler System Inspection	
1-10 devices	\$150
11-25 devices	\$200
26-100 devices	\$250
100-200 devices	\$300
More than 200 devices	\$300 plus \$0.50 per device over 50

Fire Final (Certificate of Occupancy) Inspection	
0-10,000 sq ft	\$100
> 10,000 sq. ft.	\$100 + \$1.00/SF over 1,000
Fire Pump Test	\$315

Generator Testing	
<660 gallons of fuel	\$100
>660 gallons of fuel	\$150
Hospitals/Similar Occupancy Inspections	\$100
Nursing Home/Occupancy Inspections	\$100

Hydrant Flow Testing Reports	
Actual flow test performed	\$150
Each additional hydrant	\$75
Pulled from files	\$25
Hydrostatic Tests	\$100
Kitchen Extinguishing Hood System Test	\$100
Miscellaneous Inspections	\$100 plus \$50/hour over 1 st hour
Mobile Food Vendor Inspection (LP Gas) Inspection of use, storage, handling and transportation	\$100

Standpipe Flow Test – Requires Eng. Company	
1 st building	\$600/building
Additional building	\$150 per additional building
State Licensed Occupancy Inspections Includes Labs, Clinics, Massage Therapy, Rehabilitation, Bonded Warehouses, Physical Therapy, or other similar	\$100
Re-inspection Fee	\$125 plus \$65/hour over 2 hours

Site/Plan Reviews	
Access Control & Egress Impact Systems Review (per system submitted)	\$125
Dry/Wet Chemical & Clean Agent System Review (per system submitted)	\$125

Fire Alarm System or Fire Sprinkler System Plan Review	Plus 5% Administrative Fee on all permits
“Alarm devices” include individual pieces of equipment such as initiating devices, signaling devices, fire alarm panels, and power extenders.	
1-10 devices/heads	\$50
11-25 devices/heads	\$100
26-100 devices/heads	\$150
100-200 devices/heads	\$200

More than 200 devices/heads	\$250
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Charge for drawings to a scale other than 1/8"=1'	\$10 per sheet
Standpipe Systems Review (per system submitted)	\$150
Site Plan Review	\$150
Building Permit Review	\$100 plus \$0.10 per SF
Miscellaneous Plan Review	\$150
Preliminary Design/Review Fee This fee is charged to the customer for staff time needed to provide code consultations, code interpretations, and preliminary design input for new architectural and engineering designs.	\$100/hour (1 hour minimum)

Special Events (Fire Related)	
Burn Permit (Special Event)	\$100
Carnival/Circus Operational Permit Permit required for outdoor events with expected attendance of > 75 people with some exceptions granted	\$200

Festival/Fair Operational Permit	
49 – 499 Expected Attendees	\$150
>500 Expected Attendees	\$300
Fire Watch (Stand By for Special Events)	\$100/hour (2 hour min)
Fireworks/Pyrotechnics Fee includes plan review, license review, and site inspection	\$200
Public Assembly Permit Annual permit requirement for nightclubs	\$150
Re-inspection Fee for Special Events Fee is charged for inspector to revisit a special event site due to safety findings in initial inspection	\$16
Special Effects	\$100

Special Event Permit Revision Fee Fee is charged for a re-review of site plan changes for a special event	\$75
Stand By Type VII Fire Apparatus This is for a six wheeler ATV with 2 firefighters	\$150 per hr. (2 hour minimum)
Stand By Type VI Fire Apparatus This is for a Brush Truck with 2 firefighters	\$200 per hr. (2 hour minimum)
Standby Fire Apparatus (Engine Company) This is for a Fire Engine with 4 firefighters	\$300 per hr. (2 hour minimum)
Temporary Change of Use Permit Permit issued for hosting public events of > 50 people in a non-public event structure	\$150
Temporary Helistop Permit Permit is required to ensure temporary helistop is in compliance with adopted Fire Code and applicable NFPA standards	\$150
Temporary Occupancy Load Adjustment	\$100
Tents/Temporary Membrane Structure Permit Permit required for tents walled on any side in excess of 400 sq. ft. or any tent which exceeds 700 sq. ft. in area. Permit also required for temporary membrane structures	\$100
Theatrical Performance w/ Open Flame Performances with open flames	\$100
Trade Show/Exhibit Permit	\$100

Permit required for all events classified as trade shows, exhibits, or garden shows	
Trade Show/Exhibit Additional Floor Plan Review	\$50

Item 9H.

Municipal Court

Item 9H.

Description	Amount of fee/Dep
Municipal Court – General Provisions	
Jurors – Jury fee. Jury fee for defendant convicted after requesting jury trial	\$5
Fee for person requesting driving safety course.	\$10
Municipal Court – Building Security Fund	
Assessment of fee – Security fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$4.90
Technology Fund	
Assessment of fee – Technology fee for defendants convicted of a misdemeanor offense in the municipal court.	\$4
Juvenile Case Manager Fund	
Assessment of fee – Juvenile case manager fee for defendants convicted of a fine-only misdemeanor offense (except for parking citations) in municipal court.	\$5
Municipal Jury Fund	
Assessment of fee – Municipal Jury fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$0.10

Offenses and Nuisances

Description	Amount of fee/Deposit
Abandoned And Junked Vehicles	
Fee to accompany report of garage keeper to police department	\$25

Traffic and Vehicles

Description	Amount of fee/Deposit
Golf Carts	
Registration Annually	\$20/Initial \$10 Renewal
Dockless vehicle for hire permit agreements	
Annual Business Permit (non-refundable)	\$500
Annual Fee for each Dockless vehicle	\$50/each
Dockless vehicle operations	
Fee for return of impounded vehicle	\$50/each

Utilities

Water and Wastewater Rates and Charges

Description	Amount of fee/Dep
Wastewater service charge	

(a) These rates are applicable to all residential, multifamily, commercial and commercial multi-unit retail wastewater customers within the corporate limits of the city who have metered water connections and to whom city wastewater service has actually been connected, except for customers who have a city-approved, on-site sewer system, septic system or other on-site wastewater system, and have not connected to the city's wastewater system, or customers who have a water meter for irrigation use only, as long as the irrigation meter does not provide water to plumbing fixtures.	
Minimum charge*	\$46.97
Plus the following charges for consumption per 1,000 gallons	
0–5,000 gallons	\$2.45
5,001–10,000 gallons	\$2.77
10,001–20,000 gallons	\$2.95
20,001–50,000 gallons	\$3.18
Over 50,000 gallons	\$3.47
*Senior Income Based Housing with individual separate meters shall receive a 75% discount of the minimum charge.	
(b) Wholesale Wastewater: The following rates are applicable to all wholesale wastewater customers within the corporate limits of the city and the city's extraterritorial jurisdiction who have metered wastewater connections and whom have executed a wholesale wastewater agreement with the city:	
Monthly Fixed Charged	
Customer charge...	\$175 per wholesale meter
Plus the following charges per 1,000 gallons of metered contributed flow	
Volumetric Charge per 1,000 gallons...	\$5.18 per 1,000 gallons of metered flow contributed

Description	Amount of fee/Deposit
Sewer connection and tapping fees	
4-inch connection	\$300
6-inch connection or larger	Cost plus 25%

Description	Amount of fee/Deposit
Water service charges	
(a) Retail Water: The following rates will be applicable to retail sales or service of water within the corporate limits of the city.	
(1) Residential – In city limits	
Meter Size	Minimum Charge
¾-inch (or smaller)	\$32.72
1-inch	\$62.87
1 ½-inch	\$128.32
2-inch	\$207.08
3-inch	\$377.20
4-inch	\$628.67
6-inch	\$1,257.33

Plus the following charges for consumption per 1,000 gallons	
0–3,000 gallons	\$2.85
3,001–5,000 gallons	\$3.04
5,001–10,000 gallons	\$3.22
10,001–20,000 gallons	\$3.42
20,001–50,000 gallons	\$3.69
Over 50,000 gallons	\$3.87

Commercial – In city limits.	
Meter Size	Minimum Charge

¾-inch (or smaller)	\$32.72
1-inch	\$62.87
1 ½-inch	\$128.32
2-inch	\$207.08
3-inch	\$377.20
4-inch	\$628.67
6-inch	\$1,257.33

Plus the following charges for consumption per \$1,000 gallons	
0–3,000 gallons	\$2.85
3,001–5,000 gallons	\$3.04
5,001–10,000 gallons	\$3.22
10,001–20,000 gallons	\$3.42
20,001–50,000 gallons	\$3.69
Over 50,000 gallons	\$3.87

(2) Residential and Commercial – Outside city limits.	
Meter Size	Minimum Charge
¾-inch (or smaller)	\$56.45
1-inch	\$94.05
1 ½-inch	\$192.48
2-inch	\$310.62
3-inch	\$565.80
4-inch	\$943.00
6-inch	\$1,885.99

Plus the following charges for consumption per 1,000 gallons	
0–3,000 gallons	\$4.12
3,001–5,000 gallons	\$4.42
5,001–10,000 gallons	\$4.70
10,001–20,000 gallons	\$4.98
20,001–50,000 gallons	\$5.39
Over 50,000 gallons	\$5.66

(b) Wholesale Water: The following rates are applicable to wholesale sales of water within the corporate limits of the city and the city's extraterritorial jurisdiction who have metered water connections and whom have executed a wholesale water agreement with the city.	
Monthly Fixed Charge	
Source Cost....	\$45,000.00 per MGD subscribed capacity
Transmission Cost....	\$4,977.71 per MGD subscribed capacity
Customer Charge....	\$1.75 per wholesale meter
Plus the following charges for consumption per 1,000 gallons	
Volumetric Charge per 1,000 gallons....	\$2.24 per 1,000 gallons of actual consumption

Description	Amount of fee/Deposit
Water connection and tapping fees	
(a) Inside city limits.	
¾-inch	\$300
1-inch	\$400
1 ½-inch	\$800
2-inch	\$1,950

3-inch	\$2,450
4-inch	\$3,450
All service connections larger than 4-inch and all nonroutine service connections shall be billed at actual cost plus twenty-five (25) percent.	

(b) Outside city limits.	
¾-inch	\$400
1-inch	\$500
1 ½-inch	\$900
2-inch	\$2,050
3-inch	\$2,550
4-inch	\$3,550
All service connections larger than 4-inch and all nonroutine service connections shall be billed at actual cost plus twenty-five (25) percent.	

Disconnect and reconnect fees for delinquent accounts.	
Disconnect fee and reconnect fee	
Disconnect fee	\$50
Reconnect fee	\$50
After hours reconnection fee	\$75
Returned check fee. Applicable amount determined by the district attorney plus any charges assessed against the city by an financial institution for each payment instrument dishonored or returned to the city by the customers bank financial institution.	
Administration fee for all utility transfer requests	\$20

Billing; discontinuance of service	
Reset fee	\$100

Deposit	
Customer Deposit	\$75

Bulk water sales	
Bulk metering and meter deposit	
Minimum deposit per bulk meter requested	\$500
Sales for small quantities and short durations	
Small quantity/short duration purchase of bulk water per one thousand (1,000) gallons or a fraction thereof	\$5.00

Description	Amount of fee/Deposit
Acceptance and treatment of wastes from on-site sewage facilities or septic systems	
Annual license fees	
Vehicles, Transports or Tanks Capable of Containing	Fee
From 0 to 500 gallons	\$75
From 501 to 1,500 gallons	\$125
From 1,501 to 2,500 gallons	\$150
From 2,501 to 3,500 gallons	\$175
From 3,501 and greater	\$250

Wastewater treatment plant septic unloading fees	
Gallons	Rates
0 – 1,000	\$64.69
1,001 – 1,500	\$97.03
1,501 – 2,000	\$129.38
2,001 – 2,500	\$161.73

2,501 – 3,000	\$194.06
3,001 – 3,500	\$226.41
3,501 – 4,000	\$258.76
4,001 – 4,500	\$291.10
4,501 – 5,000	\$323.44
5,001 – 5,500	\$355.79
5,500 – 6,000	\$388.14
6,001 – 6,500	\$420.48
6,501 – 7,000	\$452.81
7,001 – 7,500	\$485.17
7,501 – 8,000	\$517.51
8,001 – 8,500	\$549.84
8,501 – 9,000	\$582.20
9,001 – 9,500	\$614.54
9,501 – 10,000	\$646.89

On-site Sewage Facilities	
On-Site Sewage Facilities Permit Fees	
Standard System	\$250
Designed System	\$400
Modification to Standard Permit	\$100
Modification to Designed Permit	\$100
Adjustment from Standard to Design	\$100
Holding Tank	\$200
Septic Tank Replacement	\$125
Reinspection (Failed installation Inspection)	\$125
Maintenance Contract Renewal	\$25

Creation of Water Districts	
Filing Fee for application to create Water Control District or Municipal Utility District	\$10,000

Description	Amount of fee/Deposit
Electrical Service	
Residential Service – Monthly rate schedule	
Monthly customer charge	\$10.00
Wires charge	\$0.0328 per KWH
Generation charge	This rate may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer. **
Customer Deposit	\$200

Disconnect fees and reconnect fees	
Disconnect fee	\$50
Reconnect fee	\$50
After hours reconnection fee	\$75

Relocation of service.	
Transfer fee, per meter	\$20

Temporary service - Nonrefundable charge	
New Temporary service single-phase connection	\$50
New three-phase connection, if available	\$100

Security lights	
Installation charge and flat monthly rate	
100-watt hps bulb – Installation	\$70
100-watt hps bulb – Monthly rate	\$6.35
250-watt hps bulb – Installation	\$185
250-watt hps bulb – Monthly rate	\$12.50
400-watt hps bulb – Installation	\$215
400-watt hps bulb – Monthly rate	\$18.00

Line extension fee	
Minimum charge per extension of new service line	\$300
Returned check(s) charge	\$30

Description	Amount of fee/Deposit
Commercial service – Monthly rate schedule	
Monthly customer charge	\$16.00
Wire charge	\$0.0326 per KWH
Generation charge	This rate may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer. **

Disconnect fees and Reconnect fees	
Disconnect fee	\$50
Reconnect fee	\$50
After hours reconnection fee	\$75

Relocation of service.	
Transfer fee, per meter	\$20

Temporary service. Nonrefundable charge.	
New Temporary service single-phase connection	\$50
New three-phase connection, if available	\$100

Security Lights	
Installation charge and flat monthly rate	
100-watt hps bulb – Installation	\$70
100-watt hps bulb – Monthly rate	\$6.35
250-watt hps bulb – Installation	\$185
250-watt hps bulb – Monthly rate	\$12.50
400-watt hps bulb – Installation	\$215
400-watt hps bulb – Monthly rate	\$18.00
Line extension fee	
Minimum charge per extension of new service line	\$300
Returned check(s) charge	\$30

Description	Amount of fee/Deposit
Key accounts – rate schedule	
Monthly customer charge	\$16.00

Wire charge	\$0.0318 per KWH
Generation charge	This rate may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer. **

Disconnect fees and Reconnect fees	
Disconnect fee	\$50
Reconnect fee	\$50
After hours reconnection fee	\$75
Relocation of service.	
Transfer fee, per meter	\$20
Temporary service. Nonrefundable charge.	
New Temporary service single-phase connection	\$50
New three-phase connection, if available	\$100

Security Lights	
Installation charge and flat monthly rate	
100-watt hps bulb – Installation	\$70
100-watt hps bulb – Monthly rate	\$6.35
250-watt hps bulb – Installation	\$185
250-watt hps bulb – Monthly rate	\$12.50
400-watt hps bulb – Installation	\$215
400-watt hps bulb – Monthly rate	\$18.00
Line extension fee	
Minimum charge per extension of new service line	\$300
Returned check(s) charge	
	\$25

Description	Amount of fee/Deposit
Municipal electric rates	
Rate schedule	
Wires charge	\$0.0048 per KWH
Generation charge	This rate may vary from month to month, is set by the city's wholesale power provider, and is passed directly through to the customer. **

Billing and terms of service	
Theft of service – Service fee or reconnect fee	
Within city limits – during regular working hours	\$25
Within city limits – after-hours calls	\$40
Outside city limits – during regular working hours	
Outside city limits – after-hours calls	\$50
Reset fee	
	\$100

** Generation charge is equal to the amount per KWH that is calculated monthly to reflect the amounts charged the city by its power provider that is not covered in the monthly customer and wires charges listed in this fee schedule. This calculation will be made by the city on an ongoing basis, from month to month, and the generation charge passed through to the consumer will be based on the city's cost. Generation charge is equal to the total charges billed by the city's wholesale power provider divided by the total KWH measured/metered by all customers except "key account customers" for the ensuing month times the electric consumption for each customer. (Ordinance 2005-46 adopted 12/13/05)

Solid Waste and Recycling

Description	Amount of fee/Deposit
Residential Solid Waste	
Amount of service charges	
Residential Service monthly charge	\$18.50
Residential Additional Cart monthly charge	\$10.50
Residential Additional Recycling Cart monthly charge	\$10.50

Description	Amount of fee/Deposit
Commercial Solid Waste	
Texas Disposal Systems directly invoices Commercial Customers for the following services:	

Commercial Solid Waste Dumpster Services							
Container Size	Weekly Collection Frequency (*1)						Extra Pickup
	1	2	3	4	5	6	
96-Gallon Cart	\$39.00	N/A	N/A	N/A	N/A	N/A	\$75.00
2 CY Dumpster	\$95.00	\$166.00	\$222.00	\$356.00	\$465.00	\$580.00	\$95.00
3 CY Dumpster	\$109.00	\$191.00	\$262.00	\$399.00	\$495.00	\$599.00	\$105.00
4 CY Dumpster	\$122.00	\$215.00	\$298.00	\$425.00	\$515.00	\$601.00	\$110.00
6 CY Dumpster	\$149.00	\$264.00	\$365.00	\$456.00	\$537.00	\$611.00	\$120.00
8 CY Dumpster	\$176.00	\$311.00	\$432.00	\$540.00	\$636.00	\$722.00	\$130.00
10 CY Dumpster	\$211.00	\$325.00	\$449.00	\$574.00	\$699.00	\$795.00	\$160.00

*1. These container sizes are exclusive only for Commercial Service Units. Temporary service for Residential Service Units is a non-exclusive service. Proposed fees for non-exclusive service represent the maximum allowable fee, but the Contractor may choose to offer the service for a lower fee.

Description	Amount of fee/Deposit
Commercial Solid Waste	
Additional Fee Commercial Services	
Lock	\$15.00 per month
Set of Casters	\$15.00 per month
Opening and Closing of Enclosures	No Charge
Excessive Maintenance	\$125.00 per swap more than 1X per year

Temporary Refuse Roll-off Services (Maximum allowable fee)

Roll-off Type and Size	Container Rental Fee ¹ (Per Day)	Initial Delivery Fee (One-time)	Collection Fee (Per Pull)	Disposal Fee ² (Per Ton)	Processing Fee ³ (Per Ton)
10 CY Roll-off	\$5.00	\$225.00	\$460.00	\$60.00	\$60.00
15 CY Roll-off	\$5.00	\$225.00	\$460.00	\$60.00	\$60.00
20 CY Roll-off	\$5.00	\$225.00	\$460.00	\$60.00	\$60.00

30 CY Roll-off	\$5.00	\$225.00	\$460.00		\$60.00	\$60.00	Item 9H.
40 CY Roll-off	\$5.00	\$225.00	\$460.00		\$60.00	\$60.00	

1. Container rental fee does not apply for the first 14 calendar days of service.
 2. Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.
 3. Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing.
- *Could be subject to fees associated with contamination of materials.

Permanent Refuse Roll-off Services (Maximum Allowable Fees)

Roll-off Type and Size	Container Rental Fee (Per Month)	Compactor Rental Fee ¹ (Per Month)	Collection Fee (Per Pull)		Disposal Fee ² (Per Ton)	Processing Fee ³ (Per Ton)
10 CY Roll-off	\$5.00	N/A	\$460.00		\$60.00	N/A
15 CY Roll-off	\$5.00	N/A	\$460.00		\$60.00	N/A
20 CY Roll-off	\$5.00	N/A	\$460.00		\$60.00	N/A
30 CY Roll-off	\$5.00	N/A	\$460.00		\$60.00	N/A
40 CY Roll-off	\$5.00	N/A	\$460.00		\$60.00	N/A
25 CY Roll-off Compactor	TBD ⁴	\$455.00	\$490.00		\$60.00	N/A
30 CY Roll-off Compactor	TBD ⁴	\$475.00	\$500.00		\$60.00	N/A
40 CY Roll-off Compactor	TBD ⁴	\$500.00	\$470.00		\$60.00	N/A

1. Does not apply if the customer owns the compactor unit.
2. Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer bill.
3. Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location.
4. Rental fees are dependent on specific equipment and configurations.

Tonnage must be reported to the customer as part of the customer's billing.

- Container Rental fee only applies if the customer has less than a minimum of 2 pulls per month.
- Processing Fee may be subject to charges relating to contamination.

Commercial Recycling Services

Container Size	Weekly Collection Frequency	
	EOW	1
96 - Gallon Cart	\$33.00	\$44.00
2 CY Dumpster	N/A	\$101.00
3 CY Dumpster	N/A	\$113.00
4 CY Dumpster	N/A	\$125.00
6 CY Dumpster	N/A	\$149.00
8 CY Dumpster	N/A	\$171.00

2nd and subsequent cart for EOW service \$15

2nd and subsequent cart for EOW service \$20

Utility Fees and Deposits

Description	Amount of fee/Dep
Utility Fees and Deposits	
Return Trip – Failure to have presence of responsible person for connection	\$25
Credit Check	Actual Cost
Residential Electric Deposit	\$200
Residential Water Deposit	\$75
Commercial Deposit	Twelve (12) months avg x two (2), plus fifteen (15)%
<i>Temporary Deposit follows same rules for Residential and commercial above</i>	
Temporary Services – nonrefundable fee	\$50
Solid Waste Deposit	\$50
Deferred Payment Plan – Administration Fee	\$25
New Application Fee	\$50
Disconnect Fee	\$50
Reconnect Fee	\$50
After Hours Reconnect Fee	\$75
Trip Fee – Investigation during regular business hours	\$50
Trip Fee – Investigation after hours	\$100
Miscellaneous Service Fee	\$50
Meter Re-reading Fee	\$25
Meter Inaccessible Fee	\$25
Transfer of Service Fee (per account)	\$20
Returned Check Fee	Actual cost
Meter Testing Fee – unless City initiated	Actual cost + \$25 fee
Tampering with City Meter Charge – Actual costs could include cost of actual amounts of service used without City authorization, and cost associated with investigating the tampering claim.	Minimum \$500 or actual damages or both
Reclaimed Water for Irrigation – per 1,000 gallons	\$5, Minimum \$5
Reclaimed Water – Cost related to permitting, inspecting and application	
Application Fee	\$150
Resubmission/application review Fee	\$50
Volume Charges per 1,000 gallons	\$5
Engineering and other Professional Services	Actual Costs
Security Deposit	\$500
Description	Amount of fee/Dep
Attachments to Utility Facilities Fees and Charges	
Pre-Permit Survey Fee	\$50 per hour
Make-Ready Charges	\$50 per hour
Annual Pole Attachment Fee	\$10 per pole
Annual Conduit Attachment Fee	\$2.50 per linear foot
Inspection Fee	\$50 per hour
Unauthorized Attachment Penalty Fee	\$30 per occurrence
Failure to Tag Penalty	\$5 per occurrence

BASTROP BUILDING BLOCK (B³) CODE

Description	Amount of fee/Dep
Administration fee (per application, included in fees below unless otherwise noted)	5% of application fee
Completeness Check (per application review)	\$250
Technology Fee (per application, included in fees below)	\$6
Meeting Re-Notification, if required by applicant action	\$500
Appeal of Administrative Decision	\$531
Appeal of Board/Commission Decision	\$531
Misc. Administrative Plan Review	\$531
Warrant Determination	\$60
Misc Plan Review	50% of original review fee
Subdivision	
Preliminary Plat Review (plus 5% administration fee)	\$1706 + \$125 per acre
Final Plat Review (plus 5% administration fee)	\$1,281 + \$125 per acre
Amended/Administrative Plat Review (plus 5% administration fee)	\$1,281 + \$25 per acre
Replat Review (plus 5% administration fee)	\$1,281 + \$125 per acre
Plat Vacation Review	\$1,345
Public Improvement Plan Review	\$5,256 minimum + all professional fees*
Single Improvement Public Improvement Plan Review	\$1,345
Public Improvement Plan Amendment Review	\$1,345
Public Improvement Inspections – First 100 acres	\$1500 per acre
Public Improvement Inspections – Next 150 acres	\$750 per acre
Public Improvement Inspections – All additional acres over 250 acres	\$325 per acre
Erosion and Sedimentation Controls	\$1.00 per linear foot
Public Infrastructure	\$4.00 per linear foot per infrastructure item (i.e. streets, drainage, water, wastewater, etc.)
Public Improvement Reinspection Fee	\$150.00 per hour
*Public Improvement Inspection Fee Credit: If the City determines that there has been an overpayment of total inspection fees paid in connection with a particular development application for a project, such that the total Inspection Fees paid exceeds the actual cost incurred by the City for completing the inspections for that particular application, then the City will retain and apply such excess amount as a credit toward any applicable Inspection Fees owed to the City for future development applications in the series of applications for the same project.	
Public Improvement Plan Agreement Review	\$3,156 + all professional fees*
Conceptual Drainage Plan Review	\$1,266
Preliminary Drainage Plan Review	\$2,421
Final Drainage Plan Review	\$1,581
Preliminary Infrastructure Plan Review	\$2,001

Subdivision Variance Review	\$3,681
Plat Recordation with the County	\$150 + fees charged by the County
Platting Exemption Determination	\$50
License Agreement Review	\$3,156, plus professional fees*
Land Disturbance Permit	\$216
License to Encroach Review, Easement	\$531, plus professional fees*
License to Encroach Review, Right-of-Way	\$794, plus professional fees*
Traffic Impact Analysis Review	\$557, plus professional fees*
Right-of-Way Vacation Review	\$1,791, plus professional fees*
Easement Vacation Review	\$899, plus professional fees*
Neighborhood Regulating Plan	\$1056

Development Fees In Lieu	
Tree Mitigation	\$600 per 4 inch tree
Sidewalk	\$14 per square foot
Trail	\$14 per square foot

Parkland Dedication	
Less than 4 dwelling units or less than 4 multi-family units per building	\$500 per DU/MFU
4 or more dwelling units or multi-family units per building	\$400 per DU/MFU
Park Enrichment Fee	\$250 per DU/MFU

Site Development	
Site Development Plan Review (plus 5% administration fee)	\$1706 + \$125 per acre
Site Development Plan Amendment Review	\$531
Site Development Inspections	\$500
Work without Approved Plan	\$500 per violation per day

GIS Mapping Fees	
Map Printing	\$6.67 per square foot + \$50 an hour
Custom Map	\$250 per hour
Public Improvement Plan Digitizing, May be waived if digital plans provided per City specifications	\$250 per hour

Zoning	
Zoning Concept Scheme Review (greater than or equal to 3.4 acres) (plus 5% administration fee)	\$3,006 + \$200 per acre (rounded up)
Zoning Concept Scheme Review (less than 3.4 acres)	\$1,581

Planned Development Zoning Amendment Review (plus 5% administration fee)	\$9,006 + \$200 per acre (rounded up)
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Zoning Variance Review	\$3,681
B ³ Code Text Amendment Review	\$2,106, plus professional fees*
Comprehensive Plan Amendment Review	\$1,056, plus professional fees*
Development Agreement Review	\$3,156, plus professional fees*
Special District Creation (MUD, PID, SUD, WCID, etc.)	\$26,256 + Professional fees*
Zoning Verification Letter	\$156
Zoning Violation	\$500 per violation per day

Signs	
Off-Premises Sign (Billboard) Repair	\$452
Repair or reface of existing sign cabinet	\$85
Building Signs (structural): Awning, Band (wall), Blade, Marquis, Outdoor Display Case, Construction Site (plus 5% administration fee)	\$106 plus \$1 per square foot
Building Signs (non-structural): Nameplate, Window (plus 5% administration fee)	\$56 plus \$1 per square foot
Small Freestanding Signs: Yard, Directional	\$60
Large Freestanding Signs: Monument, Pylon, Development Information, Construction Site (plus 5% administration fee)	\$206 plus \$2/ft. of sign height and \$2/sq. ft. of sign area
Banner	\$60
Sidewalk Sign	\$60
Master Sign Plan Review	\$531
Administrative Sign Variance Review	\$1,056
ZBA Sign Variance Review	\$3,681
Work without Permit	100% the fee per sign type

Historic Preservation	
Certificate of Appropriateness	\$58.50
Certificate of Appropriateness - Demolition or Relocation	\$111
Work without Certificate of Appropriateness	\$500 per violation per day

*In accordance with Article 1.14 Professional and Consulting Fees or approved professional agreement
 ** Based on certified cost estimate provided by engineer of record and approved by the City

CEMETERIES

Description	Amount of fee/Dep
Fairview Cemetery	
Cost of one (1) plot – Resident of the City of Bastrop	\$2,500
Cost of one (1) plot – Non-Resident of the City of Bastrop	\$5,000
Cost of one (1) columbarium niche – Resident of the City of Bastrop	\$1,750

Cost of one (1) columbarium niche – Non-Resident of the City of Bastrop	\$2,000
80% of the fee is deposited into the Operating fund	
20% of the fee is deposited into the Permanent Fund	
Recording Fee	\$30
Permit Fee	\$25

Burial Open/Close fees	
Adult burial	\$1,520
Double depth burial	\$1,820
Infant/cremations burial	\$1,160
Weekend surcharge	\$125
Holiday surcharge	\$600
Disinterment/Re-interment	\$1,450 each
Liners	\$750
Setup fee	\$640
Updated: Ordinance 2025-06 02/25/2025	



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance 2025-08 of the City of Bastrop, Texas updating and amending Bastrop Code of Ordinances, Chapter 10, Article 10.02, entitled "Impact Fees", amending impact fees for water and wastewater utilities, and providing for an effective date.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo- Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

Impact fees are defined by Chapter 395 of the Texas Local Government Code as:

"a charge or assessment imposed by a political subdivision against new development in order to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to the new development."

The last Impact Fee study was adopted on July 26, 2022. City staff has been working with Newgen Strategies and Solutions, LLC to evaluate the City's current impact fee schedule. Newgen previously appeared at the October 22, 2024, City Council meeting to review how these fees are calculated and their findings.

Planning projects indicated new residential and nonresidential development will continue and will place ever-increasing demands on the City to provide necessary public facilities and those demands should be satisfied by more equitably assigning responsibility for financing the provision of such facilities from the public at large to the developments' creating the demand for them and not to impose an unfair burden on the residents of the City.

The amount of the impact fee to be imposed shall be determined by the cost of the additional public facilities needed to support such development, which public facilities shall be identified in a capital improvements program.

Newgen recommends setting the maximum impact per service unit equal to a ¾-inch connection using the 50% credit method for both water and wastewater impact fees or: 4MGD expansion = \$8,503 and 6 MGD Expansion = \$8,625.

There are no updates recommended for Water Impact Fee CIP and Land Use Assumptions.

RECOMMENDATION:

Sylvia Carrillo-Trevino, City Manager, recommends approving the second reading of Ordinance No. 2025-08 of the City Council of the City of Bastrop, Texas, updating and amending Bastrop Code of Ordinances, Chapter 10, Article 10.02, entitled "Impact Fees", amending impact fees for water and wastewater utilities, and providing for an effective date.

ATTACHMENTS:

1. Ordinance No. 2025-08

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS UPDATING AND AMENDING THE BASTROP CODE OF ORDINANCES, CHAPTER 13, ARTICLE 13.12, ENTITLED "IMPACT FEES", UPDATING THE LAND USE ASSUMPTIONS, CAPITAL IMPROVEMENT PLAN AND AMENDING IMPACT FEES FOR WATER AND WASTEWATER UTILITIES, AS ATTACHED IN EXHIBITS A-E, AND PROVIDING FOR FINDINGS OF FACT, ENACTMENT, ENFORCEMENT, A REPEALER, AND SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.

WHEREAS, new residential and nonresidential development causes and imposes increased demands upon Bastrop public facilities and services, including water and wastewater facilities, that would not otherwise occur; and

WHEREAS, planning projections indicate that such development will continue and will place ever-increasing demands on the City to provide necessary public facilities; and

WHEREAS, the development potential and value of properties is strongly influenced and encouraged by City policy as expressed in the City's 2036 Comprehensive Plan and as implemented via the City zoning ordinance and map; and

WHEREAS, to the extent that such new development places demand upon the public facility infrastructure, those demands should be satisfied by more equitably assigning responsibility for financing the provision of such facilities from the public at large to the developments actually creating the demands for them; and

WHEREAS, the amount of the impact fee to be imposed shall be determined by the cost of the additional public facilities needed to support such development, which public facilities shall be identified in a capital improvements program; and

WHEREAS, the City Council, after careful consideration of the matter, hereby finds and declares that impact fees imposed upon residential and nonresidential development to finance specified major public facilities, the demand for which is created by such development, is in the best interests of the general welfare of the City and its residents, is equitable, and does not impose an unfair burden on such development;

WHEREAS, in 1987 the Texas Legislature adopted Senate Bill 336, now Chapter 395 of the Texas Local Government Code, and subsequently amended said Chapter from time to time; and

WHEREAS, the City Council finds that in all things the City has complied with said statute in the notice, adoption, promulgation and methodology necessary to adopt Impact Fees;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:

SECTION 1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if

expressly set forth herein.

SECTION 2. ENACTMENT

Article 13.12, "Impact Fees", of Chapter 13, "Utilities," of the Code of Ordinances of the City of Bastrop are amended to read as described and attached hereto as Exhibit "A."

SECTION 3. REPEALER

In the case of any conflict between other provisions of this Ordinance and any existing Ordinance of the City, the provisions of this Ordinance will control.

SECTION 4. SEVERABILITY

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision.

SECTION 5. ENFORCEMENT

The City shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations, and such violation is hereby declared to be a nuisance.

Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and/or equity.

SECTION 6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

SECTION 7. OPEN MEETINGS

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

READ & ACKNOWLEDGED on First Reading on the 25th day of February 2025.

READ & APPROVED on the Second Reading on the 11th day of March 2025.

APPROVED:

by

John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit A**City of Bastrop Code of Ordinances****Chapter 13 – UTILITIES****Article 13.12 – Impact Fees****DIVISION 1. - GENERALLY****Sec. 13.12.001 - Short Title.**

No changes.

Sec. 13.12.002 - Intent.

No changes.

Sec. 13.12.003 - Authority.

No changes.

Sec. 13.12.004 - Definitions.

No changes.

Sec. 13.12.005 - Applicability.

No changes.

Sec. 13.12.006 - Impact Fees as Conditions of Development Approval.

No changes.

Sec. 13.12.007 - Establishment of Water and Wastewater Service Areas.

No changes.

Sec. 13.12.008 - Land Use Assumptions.

Land use assumptions used in the development of the impact fees are contained in Exhibit B to Ordinance -2022-18. These assumptions may be revised by the City Council according to the procedure set forth in V.T.C.A. Local Government Code, Chapter 395 and its successors.

Sec. 13.12.009 - Service Units.

No changes.

Sec. 13.12.010 - Impact Fees Per Service Unit.

(a) The maximum impact fee per service unit for each service area shall be computed by dividing the growth-related capital construction cost of service in the service area identified in the capital improvements plan for that category of capital improvements, by the total number of projected service units anticipated within the service area which are necessitated by and attributable to new development, based on the land use assumptions for that service area, and adjusted by subtracting credits in the form of future rate or tax contributions to water and/or wastewater CIP funding and adding any additional amount as may be yielded in the inflation-escalator portion of the fee assessment formula set forth in Sec. 13.12.011. Maximum impact fees per service unit for each service area shall be established by category of capital improvements and shall be set forth in Exhibit C to Ordinance 2022-18.

(b) Exhibit C to Ordinance 2022-18 may be amended by the City Council according to the procedure set forth in Chapter 395 of the Texas Local Government Code and its successors.

(c) The effective impact fees per service unit may be amended from time to time by the City Council through ordinance amendment to any amount less than that set forth in Exhibit C to Ordinance 2022-18.

Sec. 13.12.011 - Assessment.

(a) *No changes.*

(b) Assessment of the impact fee for any new development shall be made as follows:

(1) *No changes.*

(2) For new development, which has received final plat approval prior to the effective date of this article and for which no re-platting is necessary prior to the issuance of a building permit, assessment shall be upon the issuance of a building permit, and shall be the value of the effective impact fee per service unit set forth in Exhibit C to Ordinance 2022-18.

(3) For new development, which occurs or is proposed to occur without platting, assessment shall be upon the issuance of a building permit and shall be the value of the effective impact fee per service unit set forth in Exhibit C to Ordinance 2022-18.

(4) *No changes.*

(5) *No changes.*

(c) *No changes.*

(d) *No changes.*

Sec. 13.12.012 - Calculation of Impact Fees.

No changes

Sec. 13.12.013 - Collection of Impact Fees.

No changes.

Sec. 13.12.014 - Offsets Against Impact Fees.

No changes.

Sec. 13.12.015 - Establishment of Accounts and Records.

No changes.

Sec. 13.12.016 - Use of Proceeds of Impact Fee Accounts.

No changes.

Sec. 13.12.017 – Appeals.

No changes.

Sec. 13.12.018 – Refunds.

No changes.

Sec. 13.12.019 - Updates to Plan and Revision of Fees.

No changes.

Sec. 13.12.020 - Functions of Advisory Committee.

No Changes.

Sec. 13.12.021 - Agreement for Capital Improvements.

No changes.

Sec. 13.12.022 - Use of Other Financing Mechanisms.

No changes.

Sec. 13.12.023 - Impact Fees as Additional and Supplemental Regulation.

No changes.

Sec. 13.12.024 - Relief Procedures.

No changes.

Sec. 13.12.025 - Exemptions.

No changes.

Sec. 13.12.026 - Certification of Compliance Required.

No changes.

Secs. 13.12.027 – 13.12.060 Reserved.

DIVISION 2. – WATER FACILITIES

Sec. 13.12.061 - Service Area.

No changes.

Sec. 13.12.062 - Improvements Plan.

(a) The Water Improvements Plan for the City is hereby adopted as Exhibit D to Ordinance 2022-18 and incorporated by reference herein.

(b) *No changes.*

Sec. 13.12.063 - Impact Fees.

(a) The maximum impact fee values per service unit for water facilities are hereby adopted and incorporated in Exhibit C to Ordinance 2022-18 and made a part hereof by reference.

(b) *No changes.*

Secs. 13.12.064-13.12.090 – Reserved.

DIVISION 3. - WASTEWATER FACILITIES

Sec. 13.12.091 - Service Area.

No changes.

Sec. 13.12.092 - Improvements Plan.

(a) The Wastewater Improvements Plan for the City is hereby adopted as Exhibit E to Ordinance 2022-18 hereto and incorporated by reference herein.

(b) *No changes.*

Sec. 13.12.093 - Impact Fees.

(a) The maximum impact fee values per service unit for wastewater facilities are hereby adopted and incorporated in Exhibit C to Ordinance 2022-18 and made a part hereof by reference.

(b) *No changes.*



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-06 amending Chapter 15, Article 15.01 “Cemeteries” of the Bastrop Code of Ordinances; and Appendix A “Fee Schedule,” Article A15.01 “Fairview Cemetery” to reflect an increase in fees for the purchase of cemetery plots, burial open/close fees, and establishing a price for columbarium niches; providing for a severance clause.

AGENDA ITEM SUBMITTED BY:

Submitted by: Laura Allen, Assistant Finance Director

BACKGROUND/HISTORY:

The City of Bastrop, Texas, is a Home-Rule municipal corporation with the authority granted by the State of Texas to control, manage, and oversee the operation of its municipal cemetery, locally known as Fairview Cemetery.

The Fairview Cemetery Advisory Board is the advisory body appointed by the Mayor, and confirmed by City Council, to make recommendations to the City Council concerning policies, rules, regulations and matters related to the proper operations of the Fairview Cemetery, for the benefit of the Bastrop community.

The Fairview Cemetery Advisory board met on December 3, 2024, and January 15, 2025, to evaluate and consider whether to recommend that City Council amend the Cemetery Ordinance to reflect an increase in the fees for the purchase of cemetery plots, burial open/close fees and establish fees for the Columbarium unit in the cemetery for both residents and non-residents.

After careful evaluation of information related to the proper operation of Fairview Cemetery and the City’s costs for operating and maintain same, the Cemetery Advisory Board determined that an increase in fees for cemetery plot sales, burial open/close fees, and sales pricing for niches in the columbarium unit should be recommended to City Council, for both residents and non-residents.

The proposed changes are:

Cost of one (1) plot – Resident of the City of Bastrop	\$1,500 \$2,500
Cost of one (1) plot – Non-Resident of the City of Bastrop	\$3,500 \$5,000
Cost of one (1) columbarium niche – Resident of the City of Bastrop	\$1,750
Cost of one (1) columbarium niche – Non-Resident of the City of Bastrop	\$2,000
Double depth burial	\$1,820

RECOMMENDATION:

Laura Allen, Assistant Finance Director, recommends approving the second reading of Ordinance No. 2025-06 amending Chapter 15, Article 15.01 "Cemeteries" of the Bastrop Code of Ordinances; and Appendix A "Fee Schedule," Article A15.01 "Fairview Cemetery" to reflect an increase in fees for the purchase of cemetery plots and establishing a price for columbarium niches; providing for a severance clause.

ATTACHMENTS:

1. Ordinance No. 2025-06
2. Revised Fee Schedule

ORDINANCE NO. 2025-06

AN ORDINANCE AMENDING, CHAPTER 15, ARTICLE 15.01 “CEMETERIES” OF THE BASTROP CODE OF ORDINANCES; AND APPENDIX A “FEE SCHEDULE,” ARTICLE A15.01 “FAIRVIEW CEMETERY” TO REFLECT AN INCREASE IN FEES FOR THE PURCHASE OF CEMETERY PLOTS, BURIAL OPEN/CLOSE FEES AND ESTABLISHING A PRICE FOR COLUMBARIUM NICHES; PROVIDING A SEVERANCE CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop (“City”) is a Home-Rule municipal corporation with the authority granted by the State of Texas to control, manage and oversee the operation of its municipal cemetery, locally known as the Fairview Cemetery; and

WHEREAS, the Fairview Cemetery Advisory Board (“Cemetery Advisory Board”) is the advisory body appointed by the Mayor and confirmed by the City Council to make recommendation to the City Council concerning policies, rules, regulations and matters related to the proper operations of the Fairview Cemetery, for the benefit of the Bastrop community; and

WHEREAS, on December 3, 2024, and January 15, 2025, the Fairview Cemetery Advisory Board met to evaluate and consider whether to recommend that the Council should amend the Cemetery Ordinance, Section 15.01.026 and related Appendix A15.01, to reflect an increase in the fees for purchase of cemetery plots and establish fees for the Columbarium unit in the Fairview Cemetery, for both residents and non-residents; and

WHEREAS, after careful evaluation of information related to the proper operation of the Fairview Cemetery and the City’s costs for operating and maintaining same, the Cemetery Advisory Board determined that an increase in the fees for cemetery plot sales and that sales prices for the Columbarium unit should be recommended to the City Council, for both residents and non-residents; and

WHEREAS, the City Council has considered the recommendation of the Cemetery Advisory Board and has determined that the change in fees, as recommended by the Cemetery Advisory Board on January 15, 2025, is in the best interest of the City and its citizens and, therefore, should be adopted as set forth herein below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:

PART 1. That the following section of the Fee Schedule in Appendix “A” of the Bastrop Code Fairview Cemetery Ordinance, as it relates to the purchase of cemetery plots in Fairview Cemetery, pursuant to the City’s Code of Ordinances, Section 15.01.026(h), is hereby amended to read as follows:

APPENDIX A FEE SCHEDULE

Article A15.01 Fairview Cemetery

Sec. A15.01.012 Sale of cemetery plots: generally

Cost.

- (1) Cost to purchase one (1) cemetery plot:
 - (a) Residents of the City of Bastrop: ~~\$1,500.00~~ **\$2,500**, of which 100% shall be deposited into the Operating Fund*.
 - (b) Non-residents of the City of Bastrop: ~~\$3,500.00~~ **\$5,000**, of which 80% shall be deposited into the Operating Fund and 20% is deposited into the Permanent Fund*.
- (2) **Cost to purchase one (1) columbarium niche:**
 - (a) **Residents of the City of Bastrop: \$1,750***
 - (b) **Non-residents of the City of Bastrop: \$2,000***
- (3) Recording Fee \$30.00
Permit fee: \$25.00*
- (4) Burial Open/Close Fees:

Adult Burial	\$1,520
Double depth burial	\$1,820
Infant/Cremations burial	\$1,160
Weekend Surcharge	\$125
Holiday Surcharge \$	\$600
Disinterment/Re-interment	\$1,450 each
Liners	\$750
Setup Fee (only)	\$640

**The City reserves the right to change the above referenced fees at any time at its discretion.*

PART 2: That all other ordinances, resolutions and orders previously passed, adopted and made, or any part of the same affecting the Fairview Cemetery which are in conflict with this Ordinance, shall be, and the same are hereby, in all things repealed to the extent that the same conflict with this Ordinance, or with the laws of the State of Texas.

PART 3: This Ordinance shall take effect upon the date of final passage noted below in accordance with the City’s Charter, Code of Ordinances, and the laws of the State of Texas.

PASSED AND APPROVED on FIRST READING on the 25 day of February 2025.

PASSED AND ADOPTED on SECOND READING on the 11 day of March 2025.

ADOPTED:

ATTEST:

John Kirkland, Mayor Pro-Tem

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney

CEMETERIES

Item 9J.

SEC Reference	Last updated	Description	Amount of fee/Dep
A15.01		FAIRVIEW CEMETERY	
A15.01.012	Ord. No. 2022-22 9/20/2022	Cost of one (1) plot – Resident of the City of Bastrop	\$1,500 \$2,500
		Cost of one (1) plot – Non-Resident of the City of Bastrop	\$3,500 \$5,000
		Cost of one (1) columbarium niche – Resident of the City of Bastrop	\$1,750
		Cost of one (1) columbarium niche – Non-Resident of the City of Bastrop	\$2,000
		Recording Fee	\$30
		Permit Fee	\$25
		Burial Open/Close fees	
		Adult burial	\$1,520
		Double depth burial	\$1,820
		Infant/cremations burial	\$1,160
		Weekend surcharge	\$125
		Holiday surcharge	\$600
		Disinterment/Re-interment	\$1,450 each
		Liners	\$750
		Setup fee	\$640



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-18, adopting a local property tax exemption for qualifying child-care facilities, as defined by Texas Tax Code 11.36, and amending Chapter 11 “Taxation” of the Code of Ordinances of the City of Bastrop, Texas by adding Article 11.05 “Child-care Facility Exemption”.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

On November 7, 2023, Texas voters approved an amendment to the Texas Constitution which authorized cities and counties to provide an exemption from ad valorem property taxation of 50 to 100 percent of the appraised value of all or a portion of real property used to operate a qualifying childcare facility. This exemption is in Texas Tax Code Section 11.36, passed during the 88th Texas Legislature regular session.

This proposed ordinance adopts an exemption of fifty percent (50%) of the appraised value of all or a portion of real property used to operate a qualifying childcare facility, starting in the 2025 tax year. Once Council adopts this ordinance, the person claiming the exemption must apply to the applicable appraisal district in which the property is located to receive the childcare facility tax exemption. The law requires the property owner to ensure that the rent charged reflects the tax reduction, which can be passed through a monthly or an annual rent credit.

To qualify, a childcare facility must be licensed by the Health and Human Service Commission, the owner or operator must participate in the Texas Workforce Commission (TWC)’s Texas Rising Star Program, and at least 20 percent (20%) of the total number of children enrolled at the facility must be subsidized by TWC’s childcare services program.

The following cities and counties have passed this same exemption: San Marcos, Kyle, Hays County, San Antonio, Bexar County, McKinney, Fort Worth, Tarrant County, Harris County, Houston, Austin, Denton, El Paso County, and Aransas County.

If approved, city staff would provide information and instructional guidance to childcare providers interested in applying for the exemption by working collaboratively with the Bastrop County Appraisal District. The Texas Comptroller’s Form 50-844 will be the required application to apply for this exemption and must be submitted to the appropriate appraisal district by April 2025 to be eligible for 2025 tax savings.

City Council received an informational presentation on this matter during the FY 2025 budget workshop and during a previous City Manager update.

FISCAL IMPACT:

Home-based and non-profit providers are not eligible for the exemption. The City of Bastrop currently has five (5) eligible child-care facilities that are members of the Texas Workforce Commission Texas Rising Star program. The fiscal impact is already allocated in the FY 2025 budget as adopted.

RECOMMENDATION:

Approve Ordinance 2025-18 amending the Code of Ordinances.

ATTACHMENTS:

1. Ordinance 2025-18
2. Attachment A – 11.05 Child-care Tax Exemption

ORDINANCE NO. 2025-18

ADOPTING A LOCAL PROPERTY TAX EXEMPTION FOR QUALIFYING CHILD-CARE FACILITIES

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, ADOPTING A LOCAL PROPERTY TAX EXEMPTION FOR QUALIFYING CHILD-CARE FACILITIES, AS DEFINED BY TEXAS TAX CODE 11.36, AND AMENDING CHAPTER 11 “TAXATION” OF THE CODE OF ORDINANCES OF THE CITY OF BASTROP, TEXAS BY ADDING ARTICLE 11.05 “CHILD-CARE FACILITY EXEMPTION”; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas; and

WHEREAS, the City is authorized by Senate Bill 1145 of the 88th Texas Legislature adopted in Chapter 11, Section 11.36 of the Texas Tax Code, to adopt a local property tax exemption for qualified child-care facilities, as defined under the Texas Tax Code; and

WHEREAS, Section 11.369(c) of the Texas Tax Code authorizes the governing body of a municipality to adopt an exemption from taxation as a percentage of the appraised value of a qualifying child-care facility, as defined under Texas Tax Code; and

WHEREAS, the City Council of the City hereby desires to adopt a fifty percent (50%) tax exemption of the appraised value of real property used for qualifying child-care facilities, as defined under the Texas Tax Code, beginning with the 2025 tax year; and

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. Findings of Fact. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Adoption of Exemption. The City Council here by adopts the exemption, as authorized and described in Texas Tax Code Section 11.36, of 50% of the City’s ad valorem property taxes for real property

used for qualifying child-care facilities, as defined therein.

- Section 3.** Enactment. Chapter 11, “Taxation” of the City of Bastrop Code of Ordinances is hereby amended so to add Article 11.05 in accordance with Attachment A, which is attached hereto and incorporated into this Ordinance for all intents and purposes.
- Section 4.** Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City’s Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.
- Section 5.** Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.
- Section 6.** Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 7.** Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.
- Section 8.** Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas, except that the exemption adopted by this Ordinance applies to the tax year beginning January 1, 2025.

READ & ACKNOWLEDGED on First Reading by the City Council of the City of Bastrop, on this, the 25th day of February 2025.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 11th day of March 2025.

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

ATTACHMENT A

- CODE OF ORDINANCES
Chapter 11 - TAXATION
Article 11.05 CHILD-CARE FACILITY EXEMPTION

Article 11.05 CHILD-CARE FACILITY EXEMPTION

Sec. 11.05.001 Tax exemption for child-care facilities.

Upon compliance with all requirements of any applicable laws and regulations of the state and the city, including but not limited to the V.T.C.A, Tax Code § 11.36, and subject to the limitations and regulations therein, fifty (50) percent of the appraised value of:

- (i) Real property a person owns and operates as a qualifying child-care facility, or
- (ii) The portion of the real property that a person owns and leases to a person who uses the property as a qualifying child-care facility, for the tax year 2025, and for each year thereafter, shall be exempt from ad valorem taxes levied by the city.



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance 2025-15, amending Code of Ordinances Chapter 1 "General Provisions", Article 1.20 "Uniformity of Requirements", amending Section 1.20.015 Appeal of Board of Adjustment to Appeal of City Council, Amending subsection (a) and (c), removing subsection (b) and (d).

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The City of Bastrop seeks to promote orderly, safe, and reasonable development of land within the City Limits and Extraterritorial Jurisdiction ("ETJ"). The City supports the rights of property owners and advocates clarity, predictability, and efficiency in the City's regulatory program. In April 2019, the City adopted the Uniformity of Requirements, establishing the framework within which property owners and the City can determine what projects have obtained Grandfathered Development Status under certain regulations.

The Texas Local Government Code Chapter 245 provides an opportunity for landowners or developers to "grandfather" or "vest" government regulations that apply to development at the time of filing of a permit application.

This ordinance provides a process and criteria for the City of Bastrop to determine if a project falls within the protection of Chapter 245 of the Texas Local Government Code; that is, to determine if a project should be exempt from current regulations. This ordinance, which incorporates case law on Chapter 245, creates a procedure and standards for complying with state law while protecting the public safety and welfare of the citizens of Bastrop.

Staff anticipates that the regulatory changes currently being adopted by the city council will increase the instances of property owners asserting rights under Chapter 245 and seeking grandfathered status. The City finds it necessary to review and amend codes to meet changing conditions, and is in the best interest of the City to amend the appeals process from the Board of Adjustment to the City Council.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve Ordinance 2025-15 amending the Code of Ordinances.

ATTACHMENTS:

1. Ordinance 2025-15

ORDINANCE NO. 2025-15

AMENDING CHAPTER 1 ARTICLE 1.20 UNIFORMITY OF REQUIREMENTS

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING CODE OF ORDINANCES CHAPTER 1 “GENERAL PROVISIONS”, ARTICLE 1.20 “UNIFORMITY OF REQUIREMENTS”, AMENDING SECTION 1.20.015 APPEAL OF BOARD OF ADJUSTMENT TO APPEAL OF CITY COUNCIL, AMENDING SUBSECTION (A) AND (C), REMOVING SUBSECTION (B) AND (D); AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas seeks to promote orderly, safe, and reasonable development of land within the City Limits and Extraterritorial Jurisdiction (“ETJ”); and

WHEREAS, the City Council supports the rights of private property owners and advocates clarity, predictability, and efficiency in the City’s regulatory program; and

WHEREAS, generally, the right to develop property is subject to intervening regulations or regulatory changes; and

WHEREAS, the Texas Local Government Code Chapter 245 provides an opportunity for landowners or developers to “grandfather” or “vest” government regulations that apply to development at the time of the filing of a permit application; and

WHEREAS, The City’s Code of Ordinance Chapter 1, General Provisions, Article 1.20 Uniformity of Requirements was established to provide a framework within which property owners and the City can determine what projects have obtained Grandfathered Development Status under certain regulations; and

WHEREAS, the City finds it necessary to review and amend certain aforementioned codes to meet changing conditions and are in the best interest of the City amending the appeal of the City Manager from the Board of Adjustment to the City Council; and

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the

Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. Findings of Fact. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment. Chapter 1 Article 1.20, Section 1.20.015 is hereby amended as set forth with underlines being additions, double underlines being moved text, and ~~strikethroughs~~ being deletions.

Sec. 1.20.015 Appeal to City Council Board of Adjustment.

- (a) If any person believes that the City Manager's determination under this section is in error, the person shall have the right to appeal such determination to the City Council ~~city's Zoning Board of Adjustment ("ZBA").~~ To be actionable, an appeal must be filed with the City Council ZBA in writing within fifteen (15) business days of the date of the City Manager's determination or the date of the City Manager's automatic denial. The written request for an appeal must include:
- (1) A statement that the appellant sought an appeal from the City Manager, and that the appeal:
 - (A) Was denied; or
 - (B) Yielded an erroneous determination regarding the project's eligibility for grandfathered development status.
 - (2) A statement of the reasons why the determination should be reversed or modified;
 - (3) An explanation of the legal and factual grounds of the appeal; and
 - (4) Payment of the appeal fee established by the City Council, as codified in the city's fee schedule.
- ~~(b) The appellant may also request that the ZBA grant a variance from the regulations at issue under the same standards governing variances for other matters, as set forth in the city's code of ordinances, as amended.~~
- (be) The City Council ZBA shall convene a meeting and act upon an appeal within thirty (30) days of receipt of a written appeal that conforms to this section. If the City Council ZBA fails to make a written determination within thirty (30) days after an appeal has been received, then the appeal is deemed to have automatically been denied.
- ~~(d) Notice and a public hearing shall be provided for as established in the code for zoning variance requests.~~

Section 3. Enactment. Chapter 1, Section 1.20 of the City of Bastrop Code of Ordinances is hereby amended so to read in accordance with Attachment A, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

Section 4. Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 5. Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.

Section 6. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 7. Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 8. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading by the City Council of the City of Bastrop, on this, the 25th day of February 2025.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 11th day of March 2025.

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-20 amending Sec. 1.04.002 Membership, terms of the Code of Ordinances to remove any elected official from appointed boards or commissions when their term ends either by election or resignation.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The City of Bastrop election cycle runs differently than board and commission appointments. As a result, a councilmember who chooses not to run, or is not re-elected, often remains in their seat on other boards and commissions until removed in the Fall under normal application circumstances. While it is true that Council possesses the right to remove at any time, it is sometimes an unnatural or unpopular requirement. This amendment would allow the new council person elected to fill any remaining term on the board as an automatic, should that be the desire of the Mayor and Council. For example, in the case of the Bastrop Economic Development Corporation, the Council may choose to select a non-council person to serve on the board.

FISCAL IMPACT:

None

RECOMMENDATION:

Take action on the second reading of Ordinance No. 2025-20 amending Sec. 1.04.002 Membership.

ATTACHMENTS:

1. Proposed ordinance amendment in redline.

ORDINANCE NO. 2025-20

AMENDING CHAPTER 1, ARTICLE 1.04 BOARD, COMMITTEES, AND COMMISSIONS

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING CODE OF ORDINANCES CHAPTER 1 "GENERAL PROVISIONS", ARTICLE 1.04 "BOARDS, COMMITTEES, AND COMMISSIONS", AMENDING SECTION 1.04.002 MEMBERSHIP, AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

- WHEREAS**, the City of Bastrop, Texas (the "City") is a home rule municipality located in Bastrop County, Texas seeks to promote orderly transition of power of its elected officials when they leave office;
- WHEREAS**, the City Council has the authority to remove persons from Boards, Committees, or Commissions at its sole discretion;
- WHEREAS**, the orderly transition of power requires the newly elected officials to take their seat on boards, committees, or commissions, once they are elected;
- WHEREAS**, The City's Code of Ordinance Chapter 1, General Provisions, Article 1.04 Boards and Commissions was established to provide a framework for residents to participate in local governance;
- WHEREAS**, the City finds it necessary to review and amend certain aforementioned codes to meet changing conditions and are in the best interest of the City and its residents that newly elected officials have the ability to participate on the day of their swearing in;
- WHEREAS**, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** Findings of Fact. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.
- Section 2.** Amendment. Chapter 1 Article 1.04, Section 1.04.002 is hereby amended as set forth with underlines being additions, double

underlines being moved text, and ~~strikethroughs~~ being deletions.

Sec. 1.04.002 Membership, terms.

Unless otherwise controlled and mandated by state or federal law and/or City Charter, the following overarching provisions shall apply to the city's boards, commissions, task forces, committees and advisory bodies ("board(s)," "body" or "advisory bodies"):

- (1) Board members shall be appointed by the mayor and confirmed by the Council, for terms of three (3) years. No board member shall serve more than two (2) consecutive terms on a particular advisory body. An individual that has previously served two (2) consecutive terms on a particular advisory body, must wait one full year before being reappointed to the same advisory body. The Mayor, upon a finding of good cause, has the authority to waive this one-year waiting period.
- (2) All city advisory bodies shall consist of seven (7) members and each seat shall be assigned a "place."
- (3) Advisory body members' terms of service shall be "staggered" three-year terms, so that the entire membership of the board will not be subject to replacement at any single point in time. If necessary, to establish initial staggering of the membership Place 1 and Place 2 shall initially serve a three-year term, Place 3 and Place 4 shall initially serve a two-year term, and Place 5, Place 6 and Place 7 shall initially serve one-year terms.
- (4) In the event of a vacancy, an individual appointed to fill the vacant place will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.
- (5) All advisory body members shall reside within the city limits or the city's Extraterritorial Jurisdiction (ETJ). No more than two (2) members of a particular advisory body can be from the ETJ. Upon a showing of good cause, the Mayor may waive the residency requirement.
 - (a) The City Secretary shall send out notice to all members each March to verify residency and attendance requirements and upon such findings, present to the Mayor and City Council, those members who no longer qualify to serve.
- (6) Each advisory body will have a City Council Member assigned as Council Liaison. This will facilitate the transfer of information from the advisory bodies to the City Council.
 - a. Council Members whose term has ended either by election or resignation, shall be removed from any board and commission they are currently serving on at the time the election is canvassed. (7) Members of advisory boards that are subject to the Code of Ethics. Article 1.15 of the Code of Ordinances, shall be deemed to have resigned and automatically vacated their place immediately upon filing an application for a place on the ballot to run for City Council.

Section 3. Enactment. Chapter 1, Section 1.03.002 of the City of Bastrop Code of Ordinances is hereby amended so to read in accordance with Attachment A, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

Section 4. Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local

Government Code.

Section 5. Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.

Section 6. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 7. Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 8. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading by the City Council of the City of Bastrop, on this, the 25th day of February 2025.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 11th day of March 2025.

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Attachment A

Sec. 1.04.002 Membership, terms.

Unless otherwise controlled and mandated by state or federal law and/or City Charter, the following overarching provisions shall apply to the city's boards, commissions, task forces, committees and advisory bodies ("board(s)," "body" or "advisory bodies"):

- (1) Board members shall be appointed by the mayor and confirmed by the Council, for terms of three (3) years. No board member shall serve more than two (2) consecutive terms on a particular advisory body. An individual that has previously served two (2) consecutive terms on a particular advisory body, must wait one full year before being reappointed to the same advisory body. The Mayor, upon a finding of good cause, has the authority to waive this one-year waiting period.
- (2) All city advisory bodies shall consist of seven (7) members and each seat shall be assigned a "place."
- (3) Advisory body members' terms of service shall be "staggered" three-year terms, so that the entire membership of the board will not be subject to replacement at any single point in time. If necessary, to establish initial staggering of the membership Place 1 and Place 2 shall initially serve a three-year term, Place 3 and Place 4 shall initially serve a two-year term, and Place 5, Place 6 and Place 7 shall initially serve one-year terms.
- (4) In the event of a vacancy, an individual appointed to fill the vacant place will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.
- (5) All advisory body members shall reside within the city limits or the city's Extraterritorial Jurisdiction (ETJ). No more than two (2) members of a particular advisory body can be from the ETJ. Upon a showing of good cause, the Mayor may waive the residency requirement.
 - (a) The City Secretary shall send out notice to all members each March to verify residency and attendance requirements and upon such findings, present to the Mayor and City Council, those members who no longer qualify to serve.
- (6) Each advisory body will have a City Council Member assigned as Council Liaison. This will facilitate the transfer of information from the advisory bodies to the City Council.
 - a. Council Members whose term has ended either by election or resignation, shall be removed from any board and commission they are currently serving on at the time the election is canvassed. (7) Members of advisory boards that are subject to the Code of Ethics. Article 1.15 of the Code of Ordinances, shall be deemed to have resigned and automatically vacated their place immediately upon filing an application for a place on the ballot to run for City Council.

(Ord. No. 2012-13, pt. 1, 6-26-12; Ord. No. 2019-44 , § 2(Exh. A), 11-26-19; Ord. No. 2023-03 , § 2(Att. A), 2-28-23; Ord. No. 2023-19 , § 2(Att. A), 7-11-23)

Sec. 1.04.002 Membership, terms.

Unless otherwise controlled and mandated by state or federal law and/or City Charter, the following overarching provisions shall apply to the city's boards, commissions, task forces, committees and advisory bodies ("board(s)," "body" or "advisory bodies"):

- (1) Board members shall be appointed by the mayor and confirmed by the Council, for terms of three (3) years. No board member shall serve more than two (2) consecutive terms on a particular advisory body. An individual that has previously served two (2) consecutive terms on a particular advisory body, must wait one full year before being reappointed to the same advisory body. The Mayor, upon a finding of good cause, has the authority to waive this one-year waiting period.
- (2) All city advisory bodies shall consist of seven (7) members and each seat shall be assigned a "place."
- (3) Advisory body members' terms of service shall be "staggered" three-year terms, so that the entire membership of the board will not be subject to replacement at any single point in time. If necessary, to establish initial staggering of the membership Place 1 and Place 2 shall initially serve a three-year term, Place 3 and Place 4 shall initially serve a two-year term, and Place 5, Place 6 and Place 7 shall initially serve one-year terms.
- (4) In the event of a vacancy, an individual appointed to fill the vacant place will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.
- (5) All advisory body members shall reside within the city limits or the city's Extraterritorial Jurisdiction (ETJ). No more than two (2) members of a particular advisory body can be from the ETJ. Upon a showing of good cause, the Mayor may waive the residency requirement.
 - (a) The City Secretary shall send out notice to all members each March to verify residency and attendance requirements and upon such findings, present to the Mayor and City Council, those members who no longer qualify to serve.
- (6) Each advisory body will have a City Council Member assigned as Council Liaison. This will facilitate the transfer of information from the advisory bodies to the City Council.
 - a. Council Members whose term has ended either by election or resignation, shall be removed from any board and commission they are currently serving on at the time the election is canvassed.
- (7) Members of advisory boards that are subject to the Code of Ethics. Article 1.15 of the Code of Ordinances, shall be deemed to have resigned and automatically vacated their place immediately upon filing an application for a place on the ballot to run for City Council.

(Ord. No. 2012-13, pt. 1, 6-26-12; Ord. No. 2019-44 , § 2(Exh. A), 11-26-19; Ord. No. 2023-03 , § 2(Att. A), 2-28-23; Ord. No. 2023-19 , § 2(Att. A), 7-11-23)



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the first reading of Ordinance No. 2025-31, authorizing the appointment of Caroline A. McClimon, JD, as Presiding Municipal Judge of the City of Bastrop Municipal Court; and appointing said Judge for a 2-year term effective March 11, 2025; and move to include on the March 25, 2025, Consent Agenda for second reading.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The City of Bastrop has a Municipal Court of Record governed by Texas Government Code Chapter 30 and the City's local Charter Section 5.02. Chapter 7 of the City Code of Ordinances references the term, required qualifications and process for appointment of the Municipal Judge and Associate Municipal Judge.

The appointment will be a 2-year term as per Section 30.00006 of the Texas Government Code. If approved, the Council will authorize the City Manager to execute a contract for Associate Municipal Judge services between the City of Bastrop and Caroline A. McClimon, JD, as well as all other necessary documents related to this contract (Exhibit A). The agreement terms will be to complete an additional 2-year term, effective March 11, 2025

FISCAL IMPACT:

This position is already budgeted in the Fiscal Year 2025 budget. There will be no additional impact to the FY 2025 budget.

RECOMMENDATION:

Recommend authorizing the appointment of Caroline A. McClimon, JD, as Presiding Municipal Judge of the City of Bastrop Municipal Court; and appointing said Judge for a 2-year term effective March 11, 2025

ATTACHMENTS:

1. Ordinance No. 2025-31
2. Exhibit A - Employment Agreement – Caroline A. McClimon, JD

ORDINANCE NO. 2025-31

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AUTHORIZING THE APPOINTMENT OF CAROLINE A. MCCLIMON JD AS PRESIDING MUNICIPAL JUDGE OF THE CITY OF BASTROP MUNICIPAL COURT; AND APPOINTING SAID JUDGE FOR A 2-YEAR TERM EFFECTIVE MARCH 11, 2025; AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

- WHEREAS**, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and
- WHEREAS**, Section §5.02 of the City of Bastrop Home Rule Charter states that the Judge of the Municipal Court “shall be nominated by the Mayor and appointed by the Council”; and
- WHEREAS**, Chapter 7 of the Bastrop City Code of Ordinances references a 2-year term, required qualifications and process for appointment of Municipal Judge and Associate Municipal Judge; and
- WHEREAS**, Section 30.00006 of the Texas Government Code provides that the term of office for municipal judges must be for a definite term of two or four years; and
- WHEREAS**, in accordance with Section 7.01.003 of the Bastrop City Code, the City Council has determined that it is in the best interest of the City of Bastrop and to ensure orderly operation of the City of Bastrop Municipal Court to reappoint Judge Caroline A. McClimon, JD, to the Presiding Municipal Judge for a 2-year term, effective March 11, 2025; and
- WHEREAS**, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

- Section 2.** The City Council hereby appoints, under the authority of §5.02 of the City of Bastrop Home Rule Charter and Chapter 7 of the Bastrop Code of Ordinances, Caroline A. McClimon, JD, as the Presiding Municipal Judge, to a 2-year term, effective March 11, 2025; and
- Section 3.** The City Council of Bastrop authorizes the City Manager to execute a contract for Presiding Municipal Judge services between the City of Bastrop and Caroline A. McClimon, JD, as well as all other necessary documents related to this contract (attached and incorporated herein as Exhibit A); and
- Section 4.** Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.
- Section 5.** Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 6.** Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.
- Section 7.** Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

[Signature Page to Follow]

READ & ACKNOWLEDGED on First Reading by the City Council of the City of Bastrop, on this, the 11th day of March 2025.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 25th day of March 2025.

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney

STATE OF TEXAS
COUNTY OF BASTROP

§
§

**AGREEMENT BETWEEN THE CITY OF BASTROP
AND
CAROLINE A. MCCLIMON, JD**

This agreement is effective the 11th day of March 2025, between the City of Bastrop, acting through its duly elected City Council of the City of Bastrop and Caroline A. McClimon, JD. as follows:

WITNESSETH:

WHEREAS, pursuant to the authority granted to the City Council through The City Charter and the laws of the State of Texas, the City Council of the City of Bastrop has appointed Caroline A. McClimon, JD. as Presiding Municipal Court Judge; and

WHEREAS, the parties desire to enter into a written agreement setting forth all terms, conditions, and obligations of the parties;

NOW, THEREFORE, in consideration of the mutual covenants and promises, the parties agree as follows:

1. TERM

- 1.1 The term of this Agreement shall be for two years to run for the portion of such unexpired term as may remain at the time of the appointment, unless sooner terminated as provided by the terms of this Agreement.

2. SCOPE OF AGREEMENT

- 2.1 The purpose of this Agreement is to engage Judge. McClimon, for the express purpose of serving the City of Bastrop, Texas, as the City's Presiding Municipal Court Judge.
- 2.2 Judge McClimon shall perform all duties of the Municipal Court Judge of the City of Bastrop, Texas, as set forth in the current or revised Charter of the City of Bastrop as required by The Code of the City of Bastrop, as amended, by applicable State law, as it now exists or may be amended in the future, and the Texas Code of Judicial Conduct.
- 2.3 These duties include but are not limited to:
 - Preside over Municipal Court for all criminal class C Misdemeanors, criminal jury and nonjury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court
 - Preside over civil truant conduct hearings/trials.
 - Maintain a central docket of all cases filed in the City of Bastrop.
 - Establish and maintain Court Security panel.

- Review and/or deny requests for continuances.
- Determine innocence or culpability (when hearing cases without a jury) and levies fine commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
- Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
- Be available, or have adequate associate judge expertise available, on a 24/7 basis, to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, etc.
- Support court activities with Municipal Court Clerk and City Prosecutor and other city departments.
- Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
- Conduct hearings (including property, emergency protective order, code enforcement, dangerous dog, etc.).
- Daily jail magistrations – rights warnings, set bonds
- Juvenile hearings.
- Indigent hearings.
- Approve/Deny Personal Recognizance (PR) Bond requests.
- Issue warrants (search, arrest, mental health), summons, magistrate warnings, etc.
- Primarily responsible for the review and signing of all paperwork prepared by court clerks.

- 2.4 The City of Bastrop's regular Municipal Court shall be held at Bastrop Municipal Court located at 104 Grady Tuck Lane, Bastrop, Texas 78602. However, the City of Bastrop reserves the right to designate days of the week, hours, and alternate locations where the Municipal Court may be held in the event that facility should not be available.
- 2.5 The City Council shall have the power to create and establish additional Municipal Courts, with the same or separate jurisdictions, and to appoint an additional Magistrate for each Court so established.
- 2.6 Judge McClimon agrees to provide prompt, courteous, efficient, and professional services in the performance of his duties.
- 2.7 Judge McClimon shall deal with the administrative services of Municipal Court solely through the Municipal Court Clerk or the City Manager.
- 2.8 In the event Judge McClimon is unable to act for any reason, the Council may appoint an Alternate Municipal Court Judge to act in the Judge's place.
- 2.9 Judge McClimon shall meet with the City Attorney, City Manager, Director of Planning and Community Development, City Prosecutor, and the Chief of Police, or such officials' respective designees, on request, to discuss procedures within the Municipal Court.

3. SALARY AND BENEFITS

- 3.1 Judge McClimon shall be deemed an independent contractor of the City.
- 3.2 The City agrees to pay Judge McClimon annually at \$117,371.00, paid monthly in the amount of \$9,780.91 for all the duties sited in section 2.3, which equate to approximately 1,000 hours annually.
- 3.3 Judge McClimon shall pay all applicable local, state, federal taxes, including income tax, withholding tax, social security tax, and pension contributions, if any.
- 3.4 The City agrees to pay Judge McClimon. travel and expenses to attend the Texas Municipal Courts Education Center ("TMCEC") judges training, up to a maximum of three (3) days annually. Judge McClimon is required to attend the TMCEC judges training each year during the term of this contract.

4. TERMINATION

- 4.1 Judge McClimon may terminate this Agreement at any time, with or without notice.
- 4.2 Judge McClimon shall waive all claims for compensation if not claimed within thirty (30) days for the date of the termination of this Agreement.

5. GENERAL PROVISIONS

- 5.1 If any provision of this Agreement shall, for any reason, be held to violate of any applicable law, the invalidity of such a specific provision of this Agreement shall not be deemed to invalidate any other provisions of this Agreement, which shall remain in full force and effect unless removal of the invalid provisions destroy the legitimate purposes of this Agreement, in which event the parties shall deem this Agreement canceled.
- 5.2 The paragraph headings used in this Agreement are descriptive only and shall have no legal force or effect.
- 5.3 This Agreement represents the entire agreement by and between the parties, except as otherwise provided in this Agreement, and it may not be changed except by written amendment duly executed by all parties.
- 5.4 This Agreement shall be subject to and governed by the laws of the State of Texas. Any and all obligations or payments are due and payable in the City of Bastrop, Bastrop County, Texas.

IN WITNESS WHEREOF, the City Council of the City of Bastrop, by and through the Mayor, has caused this Agreement to be executed and that upon execution thereof, it shall be deemed the act and deed of the City of Bastrop.

[SIGNATURES FOLLOW ON PAGE 3]

CITY OF BASTROP, TEXAS

BY: _____
Sylvia Carrillo-Trevino, City Manager

BY: _____
Caroline A. McClimon, JD Presiding Municipal Court Judge

ATTEST: _____
Victoria Psencik, Assistant City Secretary



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act to approve the following Bastrop City Council meeting minutes:

1. Tuesday, February 25, 2025, Regular Meeting
2. Tuesday, March 4, 2025, Special Meeting.

AGENDA ITEM SUBMITTED BY:

Victoria Psencik, Assistant City Secretary

BACKGROUND/HISTORY:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

Approve the Bastrop City Council meeting minutes for the Tuesday, February 25, 2025, Regular Meeting and the Tuesday, March 4, 2025, Special Meeting.

ATTACHMENTS:

- DRAFT Tuesday, February 25, 2025, Regular Meeting
- Exhibit A – Conflict of Interest Statement for February 25 Meeting
- DRAFT Tuesday, March 4, 2025, Special Meeting

CITY OF BASTROP
BASTROP CITY COUNCIL
REGULAR CITY COUNCIL MEETING MINUTES

Tuesday, February 25, 2025

The Bastrop City Council met in a Regular Meeting on Tuesday, February 25, 2025, at 6:30 p.m. at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

Council Members Present

Mayor Pro-Tempore John Kirkland
 Council Member Cynthia Meyer
 Council Member Cheryl Lee
 Council Member Kerry Fossler
 Council Member Kevin Plunkett

Staff Present

City Manager Sylvia Carrillo-Trevino
 Assistant City Manager Andres Rosales
 Interim Assistant City Attorney Stanley Springerley
 Assistant City Secretary Victoria Psencik
 Assistant to City Manager Vivianna Andres
 Assistant Finance Director Laura Allen
 Development Services Director James Cowey
 Police Chief Vicky Steffanic
 Public Works Director John Eddleton
 Main Street Manager Michaela Joyce
 Community Engagement Director Kathy Danielson
 Public Information Officer Colin Guerra
 Code Enforcement/Animal Control Robert McBain

Council Members Absent

Mayor Lyle Nelson * *resigned 1/14/2025*

1. CALL TO ORDER

With a quorum being present Mayor Pro-Tempore Kirkland called the Regular City Council meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE – United States of America and Texas Flags

Mitchael Clardy and Jack Reynolds with the Mina Elementary Harry Potter Book Club led the Pledge of Allegiance.

3. INVOCATION

City of Bastrop Police Chaplain Phil Woods delivered the invocation.

6. PRESENTATIONS

6A. **Mayor Pro Tem's Report**

6B. **Council Members' Report**

6C. **City Manager's Report**

1. Election Update

2. Vacant Position Update
3. Rideshare Update
4. Galvanized Pipe Update

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

6D. **PROCLAMATION - In Memory of Rose LaCynthia Clemons**

The proclamation was read by Council Member Lee and signed by Mayor Pro-Tempore Kirkland.

7. **WORK SESSIONS/BRIEFINGS**

7A. **Presentation of Annual Work Plan by City of Bastrop Boards & Commissions pursuant to Code Of Ordinances, Chapter 1 "General Provisions", Article 1.04 "Boards, Committees and Commissions", Section 1.04.002 "Procedures":**

- **Bridging Bastrop Board**
- **Fairview Cemetery Advisory Board**
- **Construction Standards Board of Adjustment & Appeals**
- **Cultural Arts Commission**
- **Bastrop Economic Development Corporation Board**
- **Ethics Commission**
- **Historic Landmark Commission**
- **Housing Authority Board**
- **Hunters Crossing Local Government Corporation Board**
- **Main Street Advisory Board**
- **Parks & Recreation/Public Tree Advisory Board**
- **Planning & Zoning Commission**
- **Public Library Board**
- **Zoning Board of Adjustment**

Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

The Council took **no** action on Item 7A.

7B. **Discuss and recommend a proposed process for City Council members to request training opportunities.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Council Member Meyer moved to direct the City Manager to bring back a Resolution and policy with the following:

- Allotment of \$2,500 per Council Member for travel and training with conditions:
 - Training is from the Texas Municipal League (TML) or TML-affiliated
 - First-year mandatory attendance for Newly Elected Officials Training
 - TML Annual Conference is optional
 - The allotted amount includes tickets to events or tables at an event

Council Member Plunkett seconded the motion. Motion carried unanimously.

8. FINANCIAL TRANSPARENCY AND BUDGET PREPARATION

8A. Receive a presentation on the unaudited Monthly Financial Report for the period ending January 2025.

Submitted and Presented by: Laura Allen, Assistant Finance Director

8B. Review and discuss the Bastrop Police Department Budget and the Hotel Occupancy Tax (HOT) Fund.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager
Presented by: Vicky Steffanic, Chief of Police and City Manager Carrillo-Trevino

9. CITIZEN COMMENT(S)

Citizen(s) addressing the City Council on an item, not on the agenda: **No comments were submitted.**

4. EXECUTIVE SESSION

Mayor Pro-Tempore Kirkland closed the Open Meeting to convene the City Council into Executive (Closed) Session at 7:46 p.m. pursuant to Texas Government Code, Chapter 551. as follows:

- 4A. Section 551.071 and Section 551.072 to seek the advice of legal counsel regarding the possible acquisition of property adjacent to Blakey Lane.
- 4B. Sections 551.071, 551.072, and 551.087 to seek the advice of legal counsel regarding the real estate and economic development aspects of a potential development of a Qualified Hotel Project.
- 4C. Section 551.071 to seek the advice of legal counsel regarding the law as it applies to sign regulations for Digital Billboards (i.e., Off-Premises Electronic Message Centers with LED Lights).
- 4D. Sections 551.072 and 551.087 to seek the advice of legal counsel regarding the Mike's Bikes License Agreement.

4E. Sections 551.072 and 551.087 to seek the advice of legal counsel regarding an economic development agreement with Burleson Crossing East.

11D. Section 551.071 to seek the advice of legal counsel on Item 11D – Consider and act on the first reading of Ordinance No. 2025-14, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan; and move to include on the March 11, 2025, consent agenda for a second reading.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

5. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION.

4A. Section 551.071 and Section 551.072 to seek the advice of legal counsel regarding the possible acquisition of property adjacent to Blakey Lane.

4B. Sections 551.071, 551.072, and 551.087 to seek the advice of legal counsel regarding the real estate and economic development aspects of a potential development of a Qualified Hotel Project.

4C. Section 551.071 to seek the advice of legal counsel regarding the law as it applies to sign regulations for Digital Billboards (i.e., Off-Premises Electronic Message Centers with LED Lights).

4D. Sections 551.072 and 551.087 to seek the advice of legal counsel regarding the Mike's Bikes License Agreement.

4E. Sections 551.072 and 551.087 to seek the advice of legal counsel regarding an economic development agreement with Burleson Crossing East.

11D. Section 551.071 to seek the advice of legal counsel on Item 11D – Consider and act on the first reading of Ordinance No. 2025-14, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan; and move to include on the March 11, 2025, consent agenda for a second reading.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Mayor Pro-Tempore Kirkland reconvened the City Council into the Open Session at 8:39 p.m.

Mayor Pro-Tempore Kirkland called for any action as a result of the Executive Session.

No action was taken on the Executive Session Items 4A, 4B, 4C, 4D, and Item for Individual Consideration Item 11D.

10. CONSENT AGENDA

[Editor's Note: Council Member Fossler announced that she filed a Conflict of Interest Statement with the Assistant City Secretary regarding Consent Agenda Items 10B, 10C, 10D, 10E, and 10J; and has recused herself from those items. A copy of the signed Conflict of Interest Statement is attached hereto and made a part of these minutes as Exhibit A.

Items 10B, 10C, 10D, 10D, and 10J were pulled by Mayor Pro-Tempore Kirkland to take up in a separate vote after being read into the record by Victoria Psencik, Assistant City Secretary.]

- 10B. **Consider and act on the second reading of Ordinance No. 2025-10, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES (e).**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 10C. **Consider and act on the second reading of Ordinance No. 2025-11, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES adding (c) and (d) (1), (2), (3), and (4); 6.3.004 PROTECTED & HERITAGE TREES changing (e) (1), (4), and adding (4) (A) and (B), and (6); 6.3.004 PROTECTED & HERITAGE TREES changing (f) (1), (4), and adding (4) (A) and (B) and (6); 6.3.004 PROTECTED & HERITAGE TREES adding (g)(1) (A), (B) and (C) and (h) (1) and (2); 6.3.004 PROTECTED & HERITAGE TREES adding (i) (2).**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 10D. **Consider and act on the second reading of Ordinance No. 2025-12, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Chapter 10, definitions, adding definitions for Native Plants, Invasive Plants, and ISA-Certified Arborist.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 10E. **Consider and act on the second reading of Ordinance No. 2025-13, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Technical Manual, TABLE 2.1.003 Preferred Plant List.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 10J. **Consider and act on the first reading of Ordinance 2025-15, amending Code of Ordinances Chapter 1 "General Provisions", Article 1.20 "Uniformity of Requirements", amending Section 1.20.015 Appeal of Board of Adjustment to Appeal of City Council, Amending subsection (a) and (c), removing subsection (b) and (d); and move to include on the March 11, 2025, consent agenda for a second reading.**

Submitted by: Andres Rosales, Assistant City Manager

MOTION: Council Member Lee moved to approve the Consent Agenda Items 10B, 10C, 10D, 10E, and 10J as presented after being read into the record by Assistant City Secretary Psencik. Council Member Plunkett seconded the motion. Motion carried 3 – 0 (Ayes: Lee, Plunkett, and Meyer; Nays: None; Recused: Fossler).

10. CONSENT AGENDA, continued

- 10F. **Consider and act on the first reading of Ordinance No. 2025-06 amending Chapter 15, Article 15.01 "Cemeteries" of the Bastrop Code of Ordinances; and Appendix A "Fee Schedule," Article A15.01 "Fairview Cemetery" to reflect an increase in fees for the purchase of cemetery plots, burial open/close fees, and establishing a price for columbarium niches; and move to include on the March 11, 2025, consent agenda for a second reading.**

Submitted by: Laura Allen, Assistant Finance Director

- 10G. **Consider and act on the first reading of Ordinance No. 2025-16, adopting the Master Fee Schedule; repealing the Appendix A "Fee Schedule" of the Code of Ordinance; amending certain fees and establishing cost and fees charged by the City of Bastrop; providing for a penalty for a violation of Chapter 1 Article 1.01 Section 1.01.009 of the City Code of Ordinances; and move to place on the March 11, 2025, consent agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

- 10H. **Consider and act on the first reading of Ordinance No. 2025-18, adopting a local property tax exemption for qualifying child-care facilities, as defined by Texas Tax Code 11.36, and amending Chapter 11 "Taxation" of the Code of Ordinances of the City of Bastrop, Texas by adding Article 11.05 "Child-care Facility Exemption"; and move to include on the March 11, 2025, consent agenda for a second reading.**

Submitted by: Andres Rosales, Assistant City Manager

- 10L. **Consider and act to approve the following Bastrop City Council meeting minutes:**
1. Tuesday, February 11, 2025, Regular Meeting.

Submitted by: Victoria Psencik, Assistant City Secretary

- 10M. **Consider and act on Resolution No. R-2025-41, enacting a policy regarding rules and procedures for the Bastrop Economic Development Corporation.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

- 10N. **Consider and act on Resolution No. R-2025-51, amending the Rules of Procedure providing for a process for the City Council to engage legal services of the City Attorney.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Citizen Comment submitted specifically to Item 10N: Cecilia Serna

- 10P. **Consider and act on Resolution No. R-2025-40, ratifying an application for the SFY 2024- 2025 Flood Infrastructure Fund (FIF) for a grant of \$14,988,181 (fourteen million nine hundred eighty-eight thousand one hundred eighty-one dollars) for flood mitigation improvements along Gills Branch.**

Submitted by: Laura Allen, Assistant Finance Director

- 10Q. **Consider and act on Resolution No. R-2025-45, to approve the City of Bastrop Police Department to apply for a grant from the Department of Justice (JAG) for Seventy-two thousand, seventy-two dollars and fifteen cents (\$72,072.15) for a FARO Focus Core 3D scanner, with a battery power block, tripods, 360-degree camera, Panocam mount, software, subscriptions, and 16 hours of training, with no matching funds from the City of Bastrop; authorizing the Chief of Police as the grantee's authorized official.**

Submitted by: Vicky Steffanic, Chief of Police

- 10R. **Consider and act on Resolution No. R-2025-44, to approve the City of Bastrop to apply for a grant from the Department of Justice (JAG) for ten thousand, three hundred, sixty-one dollars and eighty-eight cents (\$10,361.88) for an aerial drone, with no matching funds from the City of Bastrop; authorizing the Chief of Police as the grantee's authorized official.**

Submitted by: Vicky Steffanic, Chief of Police

- 10S. **Consider and act on Resolution No. R-2025-42, to approve the City of Bastrop Police Department to apply for a grant from the Department of Homeland Security for thirty thousand, seven hundred dollars (\$30,700.00) for a Law Enforcement, moveable, camera trailer, with no matching funds from the City of Bastrop; authorizing the Chief of Police as the grantee's authorized official.**

Submitted by: Vicky Steffanic, Chief of Police

- 10T. **Consider and act on Resolution No. R-2025-43, to approve the City of Bastrop Police Department to apply for a grant from the Lower Colorado River Authority (LCRA) for eighteen thousand, three hundred and eighty-four dollars (\$18,384.00) for a Rescue Boat and Trailer, with three thousand, six hundred and seventy-seven dollars (\$3,677.00) in matching funds from the City of Bastrop; authorizing the Chief of Police as the grantee's authorized official.**

Submitted by: Vicky Steffanic, Chief of Police

- 10U. **Consider and act on Resolution No. R-2025-48, authorizing a license to encroach agreement with MAJCO, LLC for property known as Chambers Street and adjacent to 1501 Chestnut Street for an encroachment into the Public Right-of-Way for use of a portion of the property for a paved driveway and parking area for use by customers, as attached in Exhibit B of the License Agreement.**

Submitted by: Andres Rosales, Assistant City Manager

Mayor Pro-Tempore Kirkland called for requests to remove any item from the Consent Agenda for separate discussion. Mayor Pro-Tempore Kirkland pulled Item 10I due to the submission of Citizen Comments regarding that specific item. Council Member Fossler requested Items 10A and 10O be removed from the Consent Agenda for a separate discussion. Council Member Lee requested Item 10K be removed from the Consent Agenda for a separate discussion.

MOTION: Council Member Meyer moved to approve the Consent Agenda Items 10F, 10G, and 10H as presented after being read into the record by Assistant City Secretary Psencik and the remaining Consent Agenda Items 10L, 10M, 10N, 10P, 10Q, 10R, 10S, 10T, and 10U as presented. Council Member Fossler seconded the motion. Motion carried unanimously.

* * * * *

- 10I. **Consider and act on the first reading of Ordinance No. 2025-17, amending Code of Ordinances Chapter 2 “Animal Control”, Article 2.02 “Vaccination and Licensing of Dogs and Cats” and Article 2.04 “Impoundment”, removing Section 2.02.004 “License Tag and Collar.”; amending Section 2.02.008 “Licensing and Fees” to “Pet Registration Requirement” and removing subsection (a)-(c); removing Section 2.04.006 “Confinement of Female Dogs and Cats during estrus”; move to include on the March 11, 2025, consent agenda for a second reading.**

Submitted by: Robert McBain, Animal Control/Code Compliance

Citizen Comments submitted specifically to Item 10I: Amy Mills (did not speak), Linda Graham (did not speak), Maggie Abbott (did not speak), and Jeremy Parks (spoke).

MOTION: Council Member Meyer moved to approve Ordinance No. 2025-17 as presented. The motion **failed** due to a lack of a second.

MOTION: Council Member Fossler moved to table Item 10I regarding Ordinance No. 2025-17 for sixty (60) days starting February 25th and call a community town hall meeting to discuss Ordinance No. 2025-17. Council Member Lee seconded the motion. Motion carried unanimously.

* * * * *

100. **Consider and act on Resolution No. R-2025-33, accepting a donation for engineered wood fiber kiddie mulch for Bob Bryant Park Playground and Kerr Community Park playground in the amount of \$17,057 from Ascension Catholic Church as part of the Toyota Way Forward Fund Grant.**

Submitted by: Terry Moore, Parks & Recreation Director
Presented by: Priscilla Ruiz, Carlos Liriano, and Debbie Moore

MOTION: Council Member Fossler moved to approve Resolution No. R-2025-33 as presented to accept a donation of wood fiber kiddie mulch for Bob Bryant Park Playground and Kerr Community Park Playground. Council Member Plunkett seconded the motion. Motion carried unanimously.

* * * * *

- 10A. **Consider and act on the second reading of Ordinance No. 2025-07, establishing and adopting a short-term rental registration process; amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled “Short Term Rentals.”**

Submitted by: Vivianna Nicole Andres, Assistant to the City Manager

ORIGINAL MOTION: Council Member Fossler moved to approve the second reading of Ordinance No. 2025-07 with the change to insert “for the current year” anywhere after “hotel occupancy taxes” have been stated. Council Member Lee seconded the motion. Council Member Fossler (motion maker) amended the original motion to include the Ordinance Exhibit’s text in line numbers 87, 101, 111, and 175 so that the words “for the current year” will be inserted. Council Member Lee (seconded) accepted the amendment.

REVISED MOTION: Council Member Fossler moved to approve the second reading of Ordinance No. 2025-07 with the change to insert “for the current year” on Lines 87, 101,

111, and 175 on the Ordinance Exhibit. Council Member Lee seconded the motion. Motion carried unanimously.

* * * * *

- 10K. **Consider and act on the first reading of Ordinance No. 2025-20 amending Sec. 1.04.002 Membership, terms of the Code of Ordinances to remove any elected official from appointed boards or commissions when their term ends either by election or resignation; and move to include on the March 11, 2025, consent agenda for the second reading.**

Submitted and Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Plunkett moved to the first reading of Ordinance No. 2025-20 as presented and to include on the March 11, 2025 Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried 3 – 1 (Ayes: Fossler Plunkett, and Meyer; Nays: Lee).

* * * * *

11. ITEMS FOR INDIVIDUAL CONSIDERATION

- 11D. **Consider and act on the first reading of Ordinance No. 2025-14, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan; and move to include on the March 11, 2025, consent agenda for a second reading.**

Submitted and Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Plunkett moved to approve the first reading of Ordinance No. 2025-14 as presented and to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried unanimously.

- 11E. **Consider and act on Resolution No. R-2025-23, determining costs of the proposed Public Improvements in the Valverde Public Improvement District, approving a proposed assessment roll for improvement area #1, and making related findings and determinations, in accordance with Chapter 372 of the Texas Local Government Code.**

Submitted /Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Plunkett moved to approve Resolution No. R-2025-23 as presented. Council Member Meyer seconded the motion. Motion carried unanimously.

- 11F. **Consider and act on Resolution No. 2025-22, approving the form and authorizing the distribution of a preliminary limited offering memorandum for “City of Bastrop, Texas Special Assessment Revenue Bonds, Series 2025 (Valverde Public Improvement District)”.**

Submitted/ Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Plunkett moved to approve Resolution No. R-2025-22 as presented. Council Member Meyer seconded the motion. Motion carried unanimously.

- 11B. **Consider and act on Resolution No. R-2025-52 authorizing the reallocation of funding for the Blakey Lane extension.**

Submitted /Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Plunkett moved to approve Resolution No. R-2025-52 as presented. Council Member Meyer seconded the motion. Motion carried unanimously.

- 11C. **A. Consider and act on Resolution No. R-2025-49, authorizing the City Manager to enter into a Sports License Agreement for the use of the Rusty Reynolds Fields by Bastrop Little League.**

B. Consider and act on Resolution No. R-2025-50, authorizing the City Manager to enter into a Sports License Agreement for the use of the Rusty Reynolds Fields by Bastrop Youth Baseball & Softball Organization.

Submitted /Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Plunkett moved to approve Resolution No. R-2025-49 (A) and Resolution No. R-2025-50 (B) as presented. Council Member Meyer seconded the motion. Motion carried unanimously.

[Editor's Note: Council Member Fossler announced that she has filed a Conflict of Interest Statement with the Assistant City Secretary regarding Item for Individual Consideration Agenda Item 11A and has recused herself. A copy of the signed Conflict of Interest Statement is attached hereto and made a part of these minutes as Exhibit A.]

MOTION: Council Member Plunkett moved to extend the meeting time until the completion of Item 11A. Council Member Meyer seconded the motion. Motion carried unanimously.

- 11A. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-08, authorizing an update and amending Bastrop Code of**

Ordinances, Chapter 13, Article 13.12, entitled “Impact Fees”, updating the land use assumptions, Capital Improvement Plan and amending Impact Fees for Wastewater Utilities, as attached in Exhibits A-C; and move to include on the March 11, 2025, agenda for a second reading.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager
Presented by: NewGen Strategies and Solutions representative

Mayor Pro-Tempore Kirkland opened the Public Hearing at 10:17 p.m. for the Impact Fees Amendments listed in Item 11A.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 10:17 p.m. for the Impact Fees Amendments listed in Item 11A.

MOTION: Council Member Lee moved to approve the first reading of Ordinance No. 2025-08 to update and amend the Bastrop Code of Ordinances, Chapter 13, Article 13.12, entitled “Impact Fees”, updating the land use assumptions, Capital Improvement Plan and amending Impact Fees for Wastewater Utilities *at the six (6) MGD (million gallons per day) plant expansion* and to include on the March 11, 2025 Consent Agenda for second reading. Council Member Plunkett seconded the motion. Motion carried 3 – 0 (Ayes: Lee, Plunkett, and Meyer; Nays: None; Recused: Fossler).

12. ADJOURNMENT

Upon receiving a motion duly made and seconded to adjourn, the February 25th Regular Meeting was adjourned at 10:20 p.m.

CITY OF BASTROP, TEXAS

John Kirkland, Mayor Pro-Tempore

ATTEST:

Victoria Psencik, Assistant City Secretary



EXHIBIT A

Item 90.

CONFLICT OF INTEREST STATEMENT

I, Kerry L. Fossler, a local public official of the City of Bastrop, Texas (the City), make this affidavit and hereby on oath state the following:

Action being contemplated by the (please circle) City Council or Board/Commission at the 2/25/2025 Meeting, Agenda Item 10B, 10C, 10D, 10E, 10J, 11A may have an effect on a business entity or real property in which I have an interest. Such interest may be a "substantial interest" as that term is defined in Chapter 171 of the Texas Local Government Code. ~~The action being contemplated may have a special economic effect on the business entity or real property distinguishable from the effect on the public.~~ **Not applicable for Bastrop Code of Ethics**

1. The business entity or real property in which I have an interest is described as follows (name; address; or lot description): 2nd degree relative (sibling) ownership of: Farm Lot, BLOCK 13 E M ST, ACRES 3.962 (Property ID 126740), PECAN STREET BASTROP LLC, HOMES FOR GOOD FOUNDATION

2. The nature and extent of my interest in the business entity or real property is herein described by stating that either I or a person related to me in the ~~first degree~~ ^{second degree} by consanguinity (blood) or affinity (marriage), as determined by Chapter 573 of the Texas Government Code (check all that apply):

- own 10% or more of the voting stock or shares of the business entity;
- own 10% or more of the fair market value of the business entity;
- own \$15,000 or more of the fair market value of the business entity; and/or received funds that exceed 10% of gross income for the previous year;
- has an equitable or legal ownership in real property with a fair market value of \$2,500 or more.

3. Alternatively, even if I do not have a "substantial interest" as defined by Chapter 171 of the Texas Local Government Code, I am filing this affidavit so to avoid the appearance of impropriety. My interest may be described as follows:

I do not personally have a "substantial interest" in the disclosed entities and property, but relatives within the 3rd degree (as defined in the Bastrop Code of Ethics) have a P3 development/subdivision matter pending matter before city staff, with original application filed on 8/08/2022. Their matter may never come before City Council. The P3 development/subdivision items being contemplated on this agenda do not have a special economic effect on their business entities and real property distinguishable from the effect on the public but out of an abundance of caution, I am disclosing and recusing myself from all matters regarding P3 development/subdivision. This disclosure includes the previous calendar year, and up to any future date at which the pending matter might come before City Council.

*** AFFIDAVIT ***

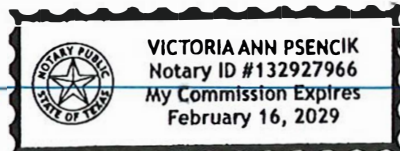
Upon the filing of this affidavit with the City/Board Secretary, I affirm that I shall abstain from any discussion, vote, or decision involving this business entity or real property unless a majority of the members of the governmental entity of which I am a member is likewise required to file and has filed affidavits declaring similar interests on the same official action.

SIGNED this 25th day of February 2025.

[Signature]
Signature of Affiant

SWORN TO AND SUBSCRIBED BEFORE ME on this the 25th day of February, 2025.

[Signature]



Notary Public in and for the State of Texas
My Commission Expires: 2/16/2029

CITY OF BASTROP
BASTROP CITY COUNCIL
SPECIAL CITY COUNCIL MEETING MINUTES

Tuesday, March 4, 2025

The Bastrop City Council met in a Special Meeting on Tuesday, March 4, 2025, at 6:30 p.m. at the Bastrop Convention Center, 1408 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

Council Members Present

Mayor Pro-Tempore John Kirkland
 Council Member Cynthia Meyer
 Council Member Cheryl Lee
 Council Member Kerry Fossler
 Council Member Kevin Plunkett

Staff Present

City Manager Sylvia Carrillo-Trevino
 Assistant City Manager Andres Rosales
 Interim City Attorney Charlie Zech
 Assistant City Secretary Victoria Psencik
 Assistant to City Manager Vivianna Andres
 Development Services Director James Cowey
 Police Chief Vicky Steffanic
 Public Information Officer Colin Guerra

Council Members Absent

Mayor Lyle Nelson * *resigned 1/14/2025*

1. CALL TO ORDER

With a quorum being present Mayor Pro-Tempore Kirkland called the Special City Council meeting to order at 6:31 p.m.

2. CITIZEN COMMENT(S)

Citizen(s) addressing the City Council on an item not listed on the agenda: Rita Ward, Cecilia Serna, Carol Spencer, Lyle Nelson, Heather Greene, and Melinda Larson.

Submitted a comment but did not speak – Johnny & Louanna Washington, Ray Leal, and Rebecca Schaefer

3. CONSENT AGENDA

Mayor Pro-Tempore Kirkland pulled Item 3G from the Consent Agenda to be able to hold a public hearing since the public hearing was noticed in the Elgin Courier newspaper for the March 4, 2025 meeting.

- 3G. **Conduct a public hearing, consider, and act on the first reading of Ordinance No. 2025-28, amending the Master Fee Schedule for tree mitigation fees and amending the Code of Ordinances Chapter 1 "General Provisions", adding Section 1.13.005 "Tree Mitigation Penalty"; amending the Bastrop Building Block (B3) Code, Section 6.3.004 "Protected & Heritage Trees, adding subsection (j) Administrative Decision; establishing fees and the penalty for**

violation, and move to include on the March 11, 2025 Consent Agenda for the second reading.

Submitted by: James E. Cowey, Director of Development Services

MOTION: Council Member Meyer moved to table Item 3G regarding Ordinance No. 2025-28 to the Regular Council Meeting on March 11, 2025. Council Member Plunkett seconded the motion. Motion carried unanimously.

3. CONSENT AGENDA, continued

- 3A. **Consider and act on the second reading of Ordinance No. 2025-14, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 3B. **Consider and act on the second reading of Ordinance No. 2025-09, setting the salary for the Office of the Presiding Municipal Court Judge, and approving an amendment to the agreement between the City and Caroline A. McClimon, JD, to reflect such salary increase.**

Submitted by: Andres Rosales, Assistant City Manager

- 3C. **Consider and act on the first reading of Ordinance No. 2025-29, authorizing the appointment of Jay Caballero as Associate Municipal Judge of the City of Bastrop Municipal Court; to complete an unexpired term ending on June 19, 2025; and reappointing said Judge for an additional 3-year term effective June 20, 2025; and move to include on the March 11, 2025 Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

- 3D. **Consider and act on Resolution No R2025-55 authorizing the City Manager to submit a grant, loan, and any other applicable resource, application to the Texas Water Development Board- State Revolving Fund for a new expansion to the wastewater treatment plant.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

- 3E. **Consider and act on Resolution No. R-2025-54, approving the acquisition of certain real property, known as 1311 Walnut Street, being 0.330 acres of land out of Building Block 55 east of Main Street, in the City of Bastrop;**

authorizing the City Manager to execute a purchase and sale agreement and all other necessary documents for the acquisition of said property for the amount of \$150,000.00 plus applicable closing costs.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

3H. **Consider and act on Resolution No. R-2025-57, confirming the appointment of Jimmy Crouch to Place 2 of the City's Planning and Zoning Commission, as required in Section 3.08 of the City's Charter.**

Submitted by: Mayor Pro Tem John Kirkland and Council Member Cynthia Meyer

Citizen Comment submitted specifically to Item 3H: Lyle Nelson

Mayor Pro-Tempore Kirkland called for requests to remove any item from the Consent Agenda for separate discussion. Council Member Fossler requested Item 3F be removed from the Consent Agenda for a separate discussion.

MOTION: Council Member Plunkett moved to approve the Consent Agenda Items 3A, 3B, and 3C as presented after being read into the record by Assistant City Secretary Psencik and Consent Agenda Items 3D, 3E, and 3H as presented. Council Member Lee seconded the motion. Motion carried unanimously.

* * * * *

3F. **Consider and act on Resolution No. 2025-56 expressing support for Texas House Bill HB 3500 which adds the City of Bastrop to a group of cities able to capture additional tax revenue derived from a hotel and convention center project.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

MOTION: Council Member Fossler moved to approve Resolution No. 2025-56 as presented. Council Member Meyer seconded the motion. Motion carried unanimously.

* * * * *

4. ITEMS FOR INDIVIDUAL CONSIDERATION

Before moving into Items for Individual Consideration, Mayor Pro-Tempore Kirkland read the citizens' names listed below who submitted comments for specific Items for Individual Consideration who did not wish to speak.

Stewart Bridges: did not wish to speak; Item 4C
Kristine Walker: did not wish to speak; Item 4D

Johnny Sanders: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, and 4F
 Holly Simpson: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, and 4F
 Melinda Larson: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, 4F, and 4G
 Katherine & Larry Albers: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, 4F, and 4G
 William Holford: did not wish to speak; Item 4F
 Jerrod Hruska: did not wish to speak; Items 4A, 4B, 4C, 4D, 4E, 4F, and 4G

4A. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-23, repealing the 2019 Amendment to Chapter 5 of the Transportation Master Plan, as attached in Exhibit A; replacing with 2017 Chapter 5 of the Transportation Master Plan and amending, as attached in Exhibit B; and move to include on the March 11, 2025, Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 7:24 p.m. for the Transportation Master Plan Amendments listed in Item 4A.

Public Hearing: Cecilia Serna.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 7:26 p.m. for the Transportation Master Plan Amendments listed in Item 4A.

MOTION: Council Member Plunkett moved to approve the first reading of Ordinance No. 2025-23 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried unanimously.

4B. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-24, amending the Bastrop Code of Ordinances Chapter 14, the Bastrop Building Block (B3) Code, by removing all references to the Mandatory Street Network and the Gridded Street Network; and establishing standards and procedures; as shown in Exhibit A; move to include on the March 11, 2025 Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 7:30 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4B.

Public Hearing: Cecilia Serna.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 7:32 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4B.

MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-24 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

- 4C. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-25, amending the Code of Ordinances related to Chapter 14, the B3 Technical Manual, by removing all references to the Mandatory Street Network and the Gridded Network; as shown in Exhibit A; and move to include on the March 11, 2025 Consent Agenda for the second reading.**

Submitted by: Andres Rosales, Assistant City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 7:42 p.m. for the Bastrop Building Block (B3) Technical Manual Amendments listed in Item 4C.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 7:42 p.m. for the Bastrop Building Block (B3) Technical Manual Amendments listed in Item 4C.

MOTION: Council Member Plunkett moved to approve the first reading of Ordinance No. 2025-25 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried unanimously.

- 4D. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-21, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, Minimum Lot Sizes in P2 and P3; and move to include on the March 11, 2025 Consent Agenda for a second reading.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:04 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4D.

Public Hearing: Cecilia Serna, Pablo Serna, Lauren Stelck, and Chris Kirby.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:19 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4D.

MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-21 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

- 4E. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-22, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop**

Building Block (B3) Code, Build-to-Line standards in P2 and P3, and adopting a First Layer Setback in P2 and P3; and move to include on the March 11, 2025 Consent Agenda for a second reading.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:37 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4E.

Public Hearing: Brynda Fowler, Pablo Serna, Heather Greene, and Zia Lowe

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:49 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4E.

ORIGINAL MOTION: Council Member Lee moved to approve the first reading of Ordinance No. 2025-22 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion.

Council Member Lee (original motion maker) moved to make a **“friendly amendment”** to the original motion to add language to Ordinance No. 2025-22 regarding a definition of “undeveloped land”. Council Plunkett (seconder) accepted the friendly amendment.

REVISED MOTION: Council Member Lee moved to approve the first reading of Ordinance No. 2025-22 with the included friendly amendment listed above and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

4F. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-26, amending the Bastrop Code of Ordinances, Chapter 14, Bastrop Building Block (B3) Code, by removing duplexes as an allowable building type in P2, and requiring a Conditional Use Permit to construct duplexes in P3; and move to include on the March 11, 2025 Consent Agenda for a second reading.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:59 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4F.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:59 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 4F.

MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-26 to remove duplexes as an allowable building type in P2 **and P3** and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Lee seconded the motion. Motion carried unanimously.

- 4G. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-19, amending the Bastrop Code of Ordinances, Chapter 10 – Subdivisions, by enacting Article 10.01 titled “Parkland Dedication and Park Enrichment Fund,” Sections 10.01.001 – 10.01.014; and move to include on the March 11, 2025 Consent Agenda for the second reading.**

Submitted by: Vivianna Nicole Andres, Assistant to the City Manager

Mayor Pro-Tempore Kirkland opened the Public Hearing at 9:13 p.m. for the Bastrop Code of Ordinance Amendments listed in Item 4G.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 9:13 p.m. for the Bastrop Code of Ordinance Amendments listed in Item 4G.

MOTION: Council Member Meyer moved to approve the first reading of Ordinance No. 2025-19 as presented and move to include on the March 11, 2025, Consent Agenda for the second reading. Council Member Fossler seconded the motion. Motion carried unanimously.

Mayor Pro-Tempore Kirkland called Citizen Lindy Larson to speak on the record for Consent Agenda Item 3H, as the Comment Card was submitted after Item 3H was approved.

5. ADJOURNMENT

Upon receiving a motion duly made and seconded to adjourn, the March 4th Special Meeting was adjourned at 9:16 p.m.

CITY OF BASTROP, TEXAS

John Kirkland, Mayor Pro-Tempore

ATTEST:

Victoria Psencik, Assistant City Secretary



STAFF REPORT

MEETING DATE: March 11th, 2025

TITLE:

Consider and act on Resolution No. R-2025-63, authorizing the City of Bastrop to accept a grant from the Office of the Governor (OOG) for twenty-six thousand, two hundred sixty-seven dollars and fifty cents (\$26,267.50) for 10 (ten) rifle resistant ballistic shields with no matching funds from the City of Bastrop; authorizing the Chief of Police as the grantee's authorized official.

AGENDA ITEM SUBMITTED BY:

Vicky Steffanic, Chief of Police

BACKGROUND/HISTORY:

The City of Bastrop Police Department has received notification of approval and would like to accept grant funds from the Office of the Governor for ten (10) bullet resistance shields that will be deployed by patrol officers during hazardous and high-risk incidents.

FISCAL IMPACT:

No matching Funds from the City of Bastrop

RECOMMENDATION:

Chief Vicky Steffanic recommends approval of Resolution No. R-2025-63 of the City Council of the City of Bastrop, Texas, approving the acceptance of grant funds from the Office of the Governor (OOG) in the amount of twenty-six thousand, two hundred sixty-seven dollars and fifty cents (\$26,267.50) for 10 (ten) rifle resistant ballistic shields.

ATTACHMENTS:

1. Resolution No. R-2025-63

RESOLUTION NO. R-2025-63

Item 9P.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING THE ACCEPTANCE OF A GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) FOR TEN (10) BULLET-RESISTANCE SHIELDS FOR A TOTAL OF TWENTY-SIX THOUSAND, TWO HUNDRED, SIXTY-SEVEN DOLLARS AND FIFTY CENTS; AUTHORIZING THE CHIEF OF POLICE AS THE GRANTS AUTHORIZING OFFICIAL; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop finds it in the best interest of the citizens of Bastrop and the officers, that the City of Bastrop Police Department accepts a grant from the Office of the Governor (OOG) for twenty-six thousand, two hundred sixty-seven dollars and fifty cents (\$26,267.50) for 10 (ten) rifle resistant ballistic shields with no matching funds from the city of Bastrop; and

WHEREAS, the City of Bastrop agrees that in the event of loss or misuse of the Office of the Governor's funds, the City of Bastrop City Council assures that the funds will be returned to the Office of the Governor (OOG) in full; and

WHEREAS, the City of Bastrop designates the Chief of Police as the Grantee's authorized official. The authorized official is given the power to apply for, reject, alter, accept, or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS:

Section 1: The City Council of the City of Bastrop approves the City of Bastrop Police Department's acceptance of grant funds from the Office of the Governor for 10 ballistic shields.

Section 2: Any prior resolution of the City Council in conflict with provisions contained in this resolution are hereby repealed and revoked.

Section 3: Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby severable.

Section 4: This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 11th day of March 2025.

APPROVED:

John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Interim City Secretary

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-17, regarding an amendment to the Master CCN Transfer Agreement between the City of Bastrop and Aqua Water Supply Corporation for the transfer of the Aqua WSC CCN to the City of Bastrop for the Valverde Development.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The development, now known as Valverde, was originally named NEU Communities and was also known as Viridian for a period of time. This development is currently situated in the Aqua WSC CCN for water utility services. A Certificate of Convenience and Necessity (CCN) boundary is issued by the Public Utility Commission of Texas (PUCT). It authorizes a utility to provide water and/or sewer service to a specific area.

On December 14, 2020, the City issued a Will Serve Letter to NEU Communities (aka Valverde) stating that the development was located within the City of Bastrop's Wastewater CCN and that domestic water services could be provided from the City to the development through the wholesale agreement process between Aqua WSC and the City of Bastrop.

Thereafter, the City approved a Development Agreement on July 13, 2021, with Viridian/Continental Homes (aka Valverde), in the Development Agreement, Section 6.06 Water Service, stated that the City agreed it would have (or will have contracted for) sufficient water capacity to serve the Project (approximately 1,600 LUE's).

Finally, on May 26, 2022, Valverde submitted their first preliminary plat, which is a part of a series of plats for the development, to the City of Bastrop which stated the development would be provided water service by the City of Bastrop via water line extensions provided by the developer from the existing water tank on the south side of SH 71.

To date, the formal process for transferring the water utility CCN from Aqua WSC to the City of Bastrop has not yet been completed because the City was waiting on the formal approval of the Valverde Public Improvement District (PID) before proceeding with the execution of this CCN transfer agreement. The PID was approved by the Council on March 4, 2025. Therefore, Staff is now bringing forward this Resolution to complete the formal CCN Transfer process between the City of Bastrop and Aqua WSC to serve Valverde.

FISCAL IMPACT:

The total cost for the CNN Transfer Agreement will be \$5,180,000.00, with \$3,280,000.00 being the cost for the transfer of the CCN and \$1,900,000.00 being the cost assessed from Aqua for the pro-rata share of Aqua's 24-inch water line that was intended to serve the Valverde Development.

RECOMMENDATION:

Take action on Resolution No. R-2025-17, regarding an amendment to the Master CCN Transfer Agreement between the City of Bastrop and Aqua Water Supply Corporation for the transfer of the Aqua WSC CCN to the City of Bastrop for the Valverde Development.

ATTACHMENTS:

1. Resolution No. R-2025-17
2. Attachment A – Exhibit “E”, Valverde Amendment to the Master CCN Agreement with Aqua WSC

RESOLUTION NO. R-2025-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AN AMENDMENT TO THE MASTER CCN TRANSFER AGREEMENT FOR THE VALVERDE DEVELOPMENT, AS SHOWN IN ATTACHMENT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR FINDINGS OF FACTS; REPEALER; SEVERABILITY; EFFECTIVE DATE; PROPER NOTICE AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop (“City”) has general authority to adopt an ordinance, resolution, or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, a Master Agreement (the “Agreement”) for establishing basic terms and conditions under which Aqua Water Supply Corporation may consent to transfer specific portions of its retail water Certificate of Convenience and Necessity (“CCN”) to the City of Bastrop was made and entered into by and between Aqua Water Supply Corporation (“Aqua”) and the City of Bastrop, Texas (“Bastrop”), on the 23rd day of January, 2024; and

WHEREAS, the Agreement established the terms and conditions under which Aqua agreed to transfer specific portions of its retail water Certificate of Convenience and Necessity No. 10294 (“Aqua Water CCN”) to Bastrop; and

WHEREAS, the master-planned development of Valverde, currently in the Aqua Water CCN, has submitted a Development Agreement for the Project consisting of 400 acres, which was approved on July 13, 2021, by the City Council for the City of Bastrop; and

WHEREAS, the Valverde Development meets the requirements of the conditions stipulated in the Agreement to be considered for transfer from the Aqua Water CCN to Bastrop; and

WHEREAS, the land under consideration and subject to conveyance is shown in the attachment to Exhibit “E”: Valverde Amendment (incorporated herein as Attachment “A”), and said land is located within the Aqua Water CCN and the Bastrop Wastewater CCN; and

WHEREAS, Chapter 13 of the Texas Water Code and the rules of the Public Utility Commission of Texas (“PUC”) allow for the transfer or assignment of CCN service areas from a water supply corporation to a municipally owned utility; and

WHEREAS, Bastrop has determined that it has sufficient water supplies available to provide water services to the specific portion of the Aqua Water CCN proposed to be served by Bastrop and agrees that such availability will be a condition precedent before any CCN may be transferred from the Aqua Water CCN to Bastrop; and

WHEREAS, the transfer of the specific portion of the Aqua Water CCN to Bastrop will further the public purpose of rationalizing the distribution of water services in the region, taking into account existing and future needs for additional infrastructure to serve all of Bastrop and its urbanizing areas.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.
- Section 2.** The City Council hereby approves the amendment to the Master CCN Transfer Agreement for the Valverde Development.
- Section 3.** The CCN Transfer Agreement for the Valverde Development is hereby amended to incorporate Exhibit “E”, attached hereto as Attachment “A” and incorporated into this Resolution for all intents and purposes.
- Section 4.** The City Manager is hereby authorized to execute a CCN Transfer Agreement for the Valverde Development, attached hereto as Attachment “A”.
- Section 5. Repealer:** To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated.
- Section 6. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

Section 7. Effective Date: This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City’s Charter, its Code of Ordinances, and the laws of the State of Texas.

Section 8. Proper Notice & Meeting: It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 11th day of March 2025.

THE CITY OF BASTROP, TEXAS:

Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT E**Valverde Amendment****Amendment to Master Agreement for each Residential/Commercial Development Subject to Transfer to Bastrop the Aqua Water CCN**Title of Development: VALVERDEConcept Plan Preliminary Plat Replat Short Form Plat Date of Approved Concept Plan or Plat: October 5, 2023.Name and Contact (Developer): Continental Homes of Texas, LP**AMENDMENT TO MASTER AGREEMENT FOR TRANSFER OF CERTAIN WATER CCN SERVICE AREA FROM AQUA WSC TO THE CITY OF BASTROP**

A Master Agreement (the “Agreement”) for establishing basic terms and conditions under which AQUA WATER SUPPLY CORPORATION may consent to transfer specific portions of its retail water CCN to the City of Bastrop was made and entered into by and between Aqua Water Supply Corporation (“Aqua”) and the City of Bastrop, Texas (“Bastrop”), on the 23rd day of February, 2024. This instrument (the “Amendment”) amends and supplements the Agreement as follows.

RECITALS

WHEREAS, the Agreement established the terms and conditions under which Aqua agreed to transfer specific portions of its retail water Certificate of Convenience and Necessity (“CCN”) No. 10294 (“Aqua Water CCN”) to Bastrop; and

WHEREAS, the planned development of Valverde (“Valverde Development”), currently in the Aqua Water CCN has submitted a Concept Plan consisting of approximately 400 acres, which has been approved by the Planning and Zoning Commission for the City of Bastrop; and

WHEREAS, the Valverde Development meets the requirements of the conditions stipulated in the Agreement to be considered for transfer from the Aqua Water CCN to Bastrop; and

WHEREAS, the land under consideration and subject to conveyance is shown in ATTACHMENT A to this instrument, and said land is located within the Aqua Water CCN and the Bastrop Wastewater CCN; and

WHEREAS, Chapter 13 of the Texas Water Code and the rules of the Public Utility Commission of Texas (“PUC”) allow for the transfer or assignment of CCN service areas from a water supply corporation to a municipally owned utility; and

WHEREAS, Bastrop has determined that it has sufficient water supplies available to provide water services to specific portion of the Aqua Water CCN proposed to be served by Bastrop and agrees that such availability will be a condition precedent before any CCN may be transferred from the Aqua Water CCN to Bastrop; and

WHEREAS, the transfer of the specific portion of the Aqua Water CCN to Bastrop will further the public purpose of rationalizing the distribution of water services in the region taking into account existing and future needs for additional infrastructure to serve all of Bastrop and its urbanizing areas.

NOW THEREFORE, in consideration of the foregoing and the mutual agreements hereinafter set forth, and for other good and valuable consideration, the receipt and adequacy of

which is hereby acknowledged, Aqua agrees to transfer specific portions of the Aqua Water CCN to Bastrop on the terms and conditions and for the consideration set forth below:

TERMS OF AMENDMENT

SPECIFIC PORTION OF THE AQUA WATER CCN TO BE RELEASED TO BASTROP

A. Definition of Specific Portion of the Aqua Water CCN to be conveyed to Bastrop

EXHIBIT A to this Amendment shows a map of the Valverde Development that is covered by this Amendment. The map shows the location of the development in relation to the City limits of Bastrop, the current Water CCN of Bastrop, the parcels included in the development as well as the number of acres that comprise the development.

B. Calculation of compensation

Bastrop and Aqua agree that calculation of the compensation to be paid to Aqua by Bastrop for transfer of the specific portion of the Aqua Water CCN is as follows:

$$\text{Number of acres under development} \times \$8200 = \text{Total Compensation}$$

For the subject development, the actual calculation is as follows:

$$400 \text{ acres} \times \$8,200 = \$3,280,000$$

C. Additional Amounts Owed to Aqua

Bastrop shall pay Aqua the amount of \$1,900,000.00 for the pro-rata share of Aqua's 24 inch water line that was intended to serve the Valverde Development. The pro-rata share imposed on each LUE will be determined by the City of Bastrop based on the number of remaining phases to be developed.

D. Payment

1. Payment of the amount calculated in Section B above shall be paid to Aqua by Bastrop within ten (10) business days of the approval of this Amendment by the City of Bastrop City Council.
2. Payment of the amount calculated in Section C above shall be paid to Aqua by City of Bastrop and written notice shall be provided by City of Bastrop to Aqua within twenty (20) days of the approval of the building permit referenced in the final plat of each phase of the Valverde Development as follows:

Phase	LUEs (planned)	Calculated Payment for Phase (LUEs X \$1,814.71 per LUE)
Phase 4	94 LUEs	\$170,582.74
Phase 5	128 LUEs	\$232,282.88
Phase 6	115 LUEs	\$208,691.65
Phase 7	129 LUEs	\$234,097.59
Phase 8	124 LUEs	\$225,024.04
Phase 9	148 LUEs	\$268,577.08
Phase 10	122 LUEs	\$221,394.62
Phase 11	101 LUEs	\$183,285.71
Phase 12	86 LUEs	\$156,063.69
Total	1047 LUEs	\$1,900,000.00

*The number of LUEs set for above is an assumed number of LUEs to be constructed per phase from the developer. The actual number of LUEs per phase may change as each phase comes online. If the calculated payment for the actual number of LUEs coming online for a particular phase differs from the proposed schedule above, this proposed schedule of LUEs and calculated payments above will not require a formal amendment but may instead be amended administratively so that the calculated payment for that phase is based on the actual number of LUEs coming online for that phase; provided, however, that the total payments under Section C shall not exceed \$1,900,000.00. If a calculated payment for a phase would result in total payments made under Section C exceeding \$1,900,000.00, the payment shall be capped such that total payments made under Section C equals only \$1,900,000.00. If at the conclusion of all the phases the total of the payments made under Section C is less than the total Pro-Rata Share amount of \$1,900,000.00, then Bastrop shall pay the remaining balance of the Pro-Rata Share to Aqua within twenty (20) days of the approval of the final building permit referenced in the final plat of the final phase of the Valverde Development.

E. Litigation

The terms and conditions of this Amendment shall be construed under and in accordance with the laws of the State of Texas. All obligations of the parties created under these terms and conditions shall be performable in Bastrop County, Texas. All payments required to be made to Aqua under this Amendment shall be made at Aqua's offices in Bastrop County, Texas. Bastrop County, Texas shall be the exclusive place of venue for any disputes arising under this Agreement.

F. Miscellaneous

Bastrop and Aqua expressly agree that this Amendment is subject to all terms, conditions, covenants, and obligations set forth in the Agreement unless otherwise stated in this Amendment. Bastrop and Aqua agree that the Recitals set forth above are true and correct and incorporated into the terms of this Amendment.

IN WITNESS WHEREOF, the parties have executed this Amendment as indicated below.

AQUA

By: *[Signature]*

1-9-2025

Date: _____

ATTEST:

By: *[Signature]*
Secretary, Board of Directors

Date: 1-8-25

BASTROP

By: _____

Date: _____

ATTEST:

By: _____
Secretary

Date: _____

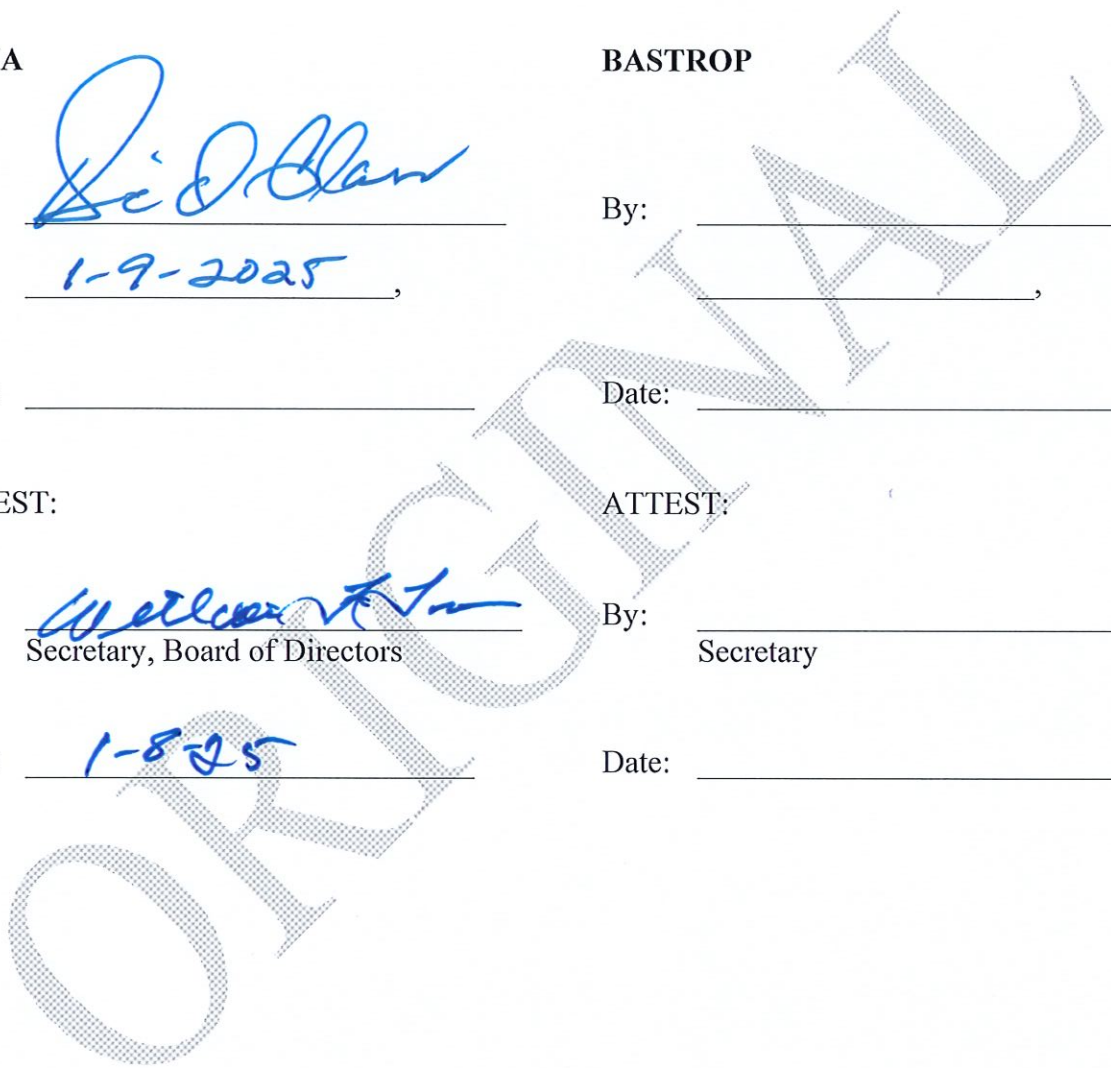


EXHIBIT A

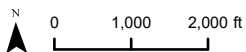
Map Showing the area of Aqua Water CCN subject to the transfer for Valverde Development

ORIGINAL

Petition to Amend City of Bastrop (CCN No. 11198) and Aqua WSC (CCN No. 10294) in Bastrop County




City of Bastrop



3/7/2025

General Location Map

 Requested Area to Transfer from CCN No. 10294 to CCN No. 11198



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-62, approving a Public Improvement Plan Agreement with PRC 01 Bastrop LLC for Sendero Phase 1, as attached in Exhibit A.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The Public Improvement Plan Agreement was developed as part of the City of Bastrop's Development Manual. This standardized agreement is a tool that can be used by staff. It allows a developer to establish the infrastructure costs, inspections fees and begin construction of public street and utility infrastructure. The agreement also establishes the process to record the final plat with a fiscal guaranty for the approved section of the subdivision prior to the completion of all public improvements. The cost estimates and scope of work included in the Agreement were approved with the Public Improvement Plans approved by the Project Manager.

Texas Local Government Code 212.010 Standards for Approval of Plat requires that a new subdivision should extend roads and utilities in conformance to the city requirements and bonds be submitted in accordance with the municipal policy for the approval of subdivision plats. Section 1.4.003 Public improvement Plan Agreement (PIPA) of the B3 Code establishes the requirements for approval of the PIPA. This Resolution replaces Resolution No. R-2025-05.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Consider and act on Resolution No. R-2025-62, approving a Public Improvement Plan Agreement with PRC 01 Bastrop LLC for Sendero Phase 1, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

1. Resolution No. R-2025-05
2. Exhibit A – Sendero Phase 1 Public Improvement Plan Agreement

RESOLUTION NO. R-2025-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A PUBLIC IMPROVEMENT PLAN AGREEMENT WITH PRC 01 BASTROP LLC FOR SENDERO PHASE 1; SHOWN AS ATTACHED IN EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop (“City”) has general authority to adopt an ordinance, resolution, or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, The City Council has adopted the Bastrop Building Block (B³) Code and related codes that provide a process for the standards and construction of public improvements that support the development created during the subdivision process; and

WHEREAS, the Development Manual includes the requirement for a developer to provide a Public Improvement Plan Agreement to ensure the installation of the public improvements; and

WHEREAS, the “Developer” known as PRC 01 Bastrop LLC for Sendero has an approved Public Improvement Plan for the construction of a mixed use commercial subdivision of Phase 1; and

WHEREAS, the City Council previously approved a Public Improvement Plan Agreement by City Council Resolution No. R-2025-05, on January 14, 2025 for the full scope of the improvements; however, the Developer has changed the scope and has phased the public improvements to match the recorded plat, other phases will be approved at a later date; and

WHEREAS, The City Council also understands the importance of the required public improvements and the value they bring in regard to the public safety of neighborhoods; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of

Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

- Section 2. Execution:** The City Council approves and authorizes the execution of the Public Improvement Plan Agreement as attached and incorporated herein as Exhibit A.
- Section 3. Repealer:** To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated.
- Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.
- Section 5. Effective Date:** This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, its Code of Ordinances, and the laws of the State of Texas.
- Section 6. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 11th day of March, 2025.

[Signature Page Follows]

THE CITY OF BASTROP, TEXAS:

John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney
Denton Navarro Rocha Bernal & Zech, P.C.



CITY OF BASTROP, TEXAS
Public Improvement Plan Agreement
SENDERO – PHASE 1

The State of Texas
County of Bastrop

WHEREAS, **PRC 01 Bastrop, LLC**, hereinafter referred to as, "Developer", is the developer of the following described property and desires to make certain improvements to the following lots and blocks in **Sendero**, a development in the **City of Bastrop**, Texas: being **5 (five) blocks, 1 (one) reserve, and 11 (eleven) lots**; and

WHEREAS, the said Developer has requested the City of Bastrop, a Home Rule Municipality of Bastrop County, Texas, hereinafter referred to as, "City", to provide approvals and cooperative arrangements in connection with said improvements:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That said Developer, acting herein by and through [owner], its duly authorized officer, and the City, acting herein by and through Sylvia Carrillo, its City Manager, for and in consideration of the covenants and agreements herein performed and to be performed, do hereby covenant and agree as follows regarding assurance of construction of (1) sanitary sewer facilities , (2) streets , (3) public drainage, (4) street lights and street signs, and (5) park/trail improvements **are to be maintained by the City of Bastrop unless stated otherwise in the 380 Agreement between the City of Bastrop and PRC 01 Bastrop, LLC effective June 11, 2024**; summary of applicable infrastructure (development) amounts; assurance payments to the City; payment of inspection fees; and miscellaneous provisions relating to the acceptable completion of said construction according to the plans for **Sendero** approved by the City on **January 16, 2025**.

1.00 Assurance of Infrastructure Construction

1.10 Employment of Contractors

In accordance with this agreement, the Developer agrees to employ a general contractor or contractors in accordance with the conditions set forth in Section 4.00 for work for which the Developer is providing as stated herein and indicated in the Summary of Infrastructure (Development) Assurance Amounts, Section 2.30 on page 4 of this agreement.

1.11 Public Infrastructure Construction and Acceptance Process

- a) The Developer and the City/County agree that a pre-construction meeting will not be held and notice to proceed will not be issued until the Public Improvement Inspection fees are paid to the City/County and a copy of the approved plan set provided to the City Construction Manager. The Public Improvement Inspection fees will be per the Master Fee Schedule adopted with Ordinance Number 2024-21 herein referenced below:

Public Improvement Inspections - First 100 acres	\$1,500 per acre
Public Improvement Inspections – Next 150 acres	\$750 per acre
Public Improvement Inspections – All additional acres over 250 acres	\$325 per acre
Erosion and Sedimentation Controls	\$1.00 per linear foot
Public Infrastructure	\$4.00 per linear foot per infrastructure item (i.e. streets, drainage, water, wastewater, etc.)
Re-Inspection Fee	\$150.00 per hour

- 1. All fees will need to be validated by a sealed Engineers Estimate of Probable Quantities (Attachment 1).

- b) Upon completion of the Infrastructure, the developer must furnish the City with the following prior to acceptance and release of fiscal guarantee (if provided):
1. As-Built/Record Drawings of Public Improvement Plans in pdf format and in CAD/GIS format;
 2. The Developer agrees to require the contractor(s) to furnish the City and County with a two (2) year maintenance bond in the name of the City, subject to City approval, for twenty five percent (25%) of the contract price of the public streets, sidewalk, and drainage improvements. The maintenance bond(s) shall be submitted and approved prior to the final acceptance of the improvements;
 3. Letter of Concurrence from the Design Engineer;
 4. Close out documents required by the Engineering Department
(Attachment 2).
- c) Once these items are provided, the City will provide a Letter of Acceptance from the City Engineer.
- d) In order to record the Final Plat, the developer must complete one of the following:
1. Have received a Letter of Acceptance from the City Engineer; or
 2. Provide fiscal guarantee for 125% of the outstanding Infrastructure (Development) Improvement Costs, with Engineer's Opinion of Probable Costs. This guarantee will not be released until acceptance of the Infrastructure by the City Engineer.

1.12 Payment of Miscellaneous Construction Costs

It is further agreed and understood that additional costs may be required of the Developer to cover such additional work, materials and/or other costs as may be made necessary by conditions encountered during construction and within the scope of this project.

1.13 Compliance with Tree Preservation Ordinance

The Developer is responsible to fully comply with the City's Tree Preservation Ordinance and Construction Standards during all phases of construction. The Developer submitted a tree protection plan and protected tree survey showing the protected trees on site and the measures of tree protection to be employed prior to any site work on the project with Public Improvement Plans approved on **January 16, 2025**.

2.00 Infrastructure (Development) Improvement Costs

All infrastructure (development) improvement costs are the full responsibility of the Developer unless otherwise noted, or unless otherwise funded with a public improvement district revenue, tax increment reinvestments zone revenue, or a Chapter 380 grant, pursuant to a separate agreement. The following improvement costs have been developed using the Developer's plans and specifications and recommendations by the City in accordance with the construction guidelines set forth by the City:

2.10 Water Improvements

The distribution of costs between the City and the Developer for all domestic and fire water facilities are as follows:

	Full Project Cost	Developer Amount	City Participation
Water Facilities	\$150,885.00	\$150,885.00	\$0.00
Total Construction Cost	\$150,885.00	\$150,885.00	\$0.00

2.20 Sanitary Sewer Improvements

The distribution of costs between the City and the Developer for all sanitary sewer are as follows:

	Full Project Cost	Developer Amount	City Participation
Sanitary Sewer Facilities	\$234,564.00	\$234,564.00	\$0.00
Total Construction Cost	\$234,564.00	\$234,564.00	\$0.00

2.30 Drainage Improvements

The distribution of costs between the City and the Developer for drainage improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Storm Drainage Facilities	\$579,576.00	\$579,576.00	\$0.00

2.40 Street Improvements

The distribution of costs between the City and the Developer for all street improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Streets & Sidewalks	\$0.00	\$0.00	\$0.00
Erosion Control Items	\$0.00	\$0.00	\$0.00
Total Construction Cost	\$0.00	\$0.00	\$0.00

2.50 Summary of Infrastructure (Development) Costs Amounts

	Final Assurance Amount
Water Facilities	\$150,885.00
Sewer Facilities	\$234,564.00
Storm Drainage Facilities	\$579,576.00
Streets, Sidewalks & Erosion Control Improvements	\$0.00
Total Infrastructure Development Cost Amounts	\$965,025.00

INSPECTION FEES TO BE PAID PRIOR TO PRE-CONSTRUCTION MEETING:

Public Infrastructure Quantities

	Rate	Construction Quantities	Inspection Fee
First 100 acres	\$1,500/ac	0	\$0.00
Next 150 acres	\$750/ac	0	\$0.00
All additional acres over 250 acres	\$325/ac	0	\$0.00
Erosion & Sedimentation Controls	\$1.00/ linear ft.	1,119	\$1,119.00
Public Infrastructure (i.e. streets, drainage, water, wastewater, etc.)	\$4.00/ linear ft.	5,163	\$20,652.00
Payment to the City			\$21,771.00

The Public Improvement Inspection fee amount is **\$21,771.00**.

RECOMMENDED:

NAME, P. E.
City Engineer

Date

3.00 Miscellaneous Improvements

3.10 Drainage Operation and Maintenance Plan

The Developer will provide the City with a Drainage Operation and Maintenance Plan (plan) in accordance with the Stormwater Drainage Manual. The plan shall provide detailed information regarding the obligation of responsible parties for any drainage system, stormwater system, or other improvement which will not be dedicated to the City as part of this agreement.

3.20 Sidewalks

The Developer shall be responsible for installing sidewalks along rights-of-way on open space lots and other lots that will not contain single family residential units within Sendero as shown on the approved Public Improvement Plans. All sidewalks shall be in compliance with the City's and County's Master Transportation Plan and conform to the City of Bastrop Standard Construction Details.

3.30 Screening Wall, Landscaping, and Irrigation

The Developer shall be responsible for installing screening walls, retaining walls, landscaping, and irrigation in accordance with the approved Public Improvement Plans approved on **January 16, 2025**.

3.40 Street Lights [(Bluebonnet Electric Cooperation OR Bastrop Power & Light)]

The Developer is responsible for the initial installation and maintenance of all street lights. The MUD or HOA will be responsible or obligated to maintain and/or replace any standard or non-standard street light poles.

as set forth in the City of Bastrop Impact Fee Ordinance that is in effect as of the date of this agreement **unless specified otherwise in the 380 Agreement between the City of Bastrop and PRC 01 Bastrop, LLC effective June 11, 2024.**

Impact Fees to be paid are as follows:

	Number Lots	Fee per Lot	Final Assessment Amount
Water Impact Fee	--	\$ --	\$ --
Wastewater Impact Fee	--	\$ --	\$ --
Total Impact Fees	--	--	\$ --

4.00 Miscellaneous Provisions

4.10 Bonds

The developer will provide the City with proof of payment to the surety, and that all other obligations of the developer or contractor have been met, in order for the bonds to be binding upon the surety.

4.20 Public Liability

The Developer shall further require the contractor(s) to secure Public Liability Insurance. The amount of Insurance required shall include Public Liability, Bodily Injury and Property Damage of not less than \$100,000 one person, \$300,000 one accident and \$100,000 property damage. The minimum requirements for automobile and truck public liability, bodily injury and property damage shall also include not less than \$100,000 one person, \$300,000 one accident, and \$100,000 property damage.

The Contractor shall provide Worker's Compensation Insurance in accordance with the most recent Texas Workers' Compensation Commission's rules.

4.30 General Indemnity Provisions

The Developer shall waive all claims, fully release, indemnify, defend and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action, including all expenses of litigation and/or settlement which may arise by injury to property or person occasioned by error, omission, intentional act of Developer, its officers, agents, consultants, employees, invitees, or other person, arising out of or in connection with the Agreement, or on or about the property, and Developer will, at its own cost and expense, defend and protect the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from any and all such claims and demands. Also, Developer agrees to and shall indemnify, defend and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from and against any and all claims, losses, damages, causes of action, suit and liability of every kind, including all expenses of litigation, court costs and attorney fees for injury to or death of any person or for any damage to any property arising out of or in connection with this Agreement or any and all activity or use pursuant to the Agreement, or on or about the property. This indemnity shall apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the intentional acts or negligence of developer or any of its officers, officials, agents, consultants, employees or invitees, whether said negligence is contractual, comparative negligence, concurrent negligence, gross negligence or any other form of negligence. The City shall be responsible only for the

City's sole negligence. Provided, however, that nothing contained in this Agreement shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law. Notwithstanding anything to the contrary in this section, the Developer shall not be required to indemnify the City in the event the claims, suits, losses, damages, causes of action or liability arise in whole or in part as a result of the City's breach of this agreement or a separate agreement pertaining to the property governed by this agreement.

4.31 Indemnity Against Design Defects

Approval of the City Engineer or other City employee, official, consultant, employee, or officer of any plans, designs or specifications submitted by the Developer under this Agreement shall not constitute or be deemed to be a release of the responsibility and liability of the Developer, its engineer, contractors, employees, officers, or agents for the accuracy and competency of their design and specifications. Such approval shall not be deemed to be an assumption of such responsibility or liability by the City for any defect in the design and specifications prepared by the consulting engineer, his officers, agents, servants, or employees, it being the intent of the parties that approval by the City Engineer or other City employee, official, consultant, or officer signifies the City's approval of only the general design concept of the improvements to be constructed. In this connection, the Developer shall indemnify and hold harmless the City, its officials, officers, agents, servants and employees, from any loss, damage, liability or expense on account of damage to property and injuries, including death, to any and all persons which may arise out of any defect, deficiency

or negligence of the engineer's designs and specifications incorporated into any improvements constructed in accordance therewith, and the Developer shall defend at his own expense any suits or other proceedings brought against the City, its officials, officers, agents, servants or employees, or any of them, on account thereof, to pay all expenses and satisfy all judgments which may be incurred by or rendered against them, collectively or individually, personally or in their official capacity, in connection herewith. Notwithstanding anything to the contrary in this section, the Developer shall not be required to indemnify the City in the event the claims, suits, losses, damages, causes of action or liability arise in whole or in part as a result of the City's breach of this agreement or a separate agreement pertaining to the property governed by this agreement.

4.32 Approval of Plans

The Developer and City agree that the approval of plans and specifications by the City shall not be construed as representing or implying that improvements built in accordance therewith shall be free of defects. Any such approvals shall in no event be construed as representing or guaranteeing that any improvement built in accordance therewith will be designed or built in a good and workmanlike manner.

Neither the City or County, nor its elected officials, officers, employees, contractors and/or agents shall be responsible or liable in damages or otherwise to anyone submitting plans and specifications for approval by the City for any defects in any plans or specifications submitted, revised, or approved, in the loss or damages to any person arising out of approval or disapproval or failure to approve or disapprove any plans or specifications, for any loss or damage arising from the non-compliance of such plans or specifications with any governmental ordinance or regulation, nor any

defects in construction undertaken pursuant to such plans and specifications.

4.33 Venue

Venue of any action brought hereunder shall be in the City of Bastrop, Bastrop County, Texas.

4.40 Dedication of Infrastructure Improvements

Upon final acceptance of **SENDERO**, the public streets and sidewalks shall become the property of the City.

4.50 Assignment

This agreement, any part hereof, or any interest herein shall not be assigned by the Developer without written consent of the City Manager, said consent shall not be unreasonably withheld, and it is further agreed that such written consent will not be granted for the assignment, transfer, pledge and/or conveyance of any refunds due or to become due to the Developer except that such assignment, transfer, pledge and/or conveyance shall be for the full amount of the total of all such refunds due or to become due hereunder nor shall assignment release assignor or assignee from any and all Development assurances and responsibilities set forth herein.

4.60 Conflicts

In the event of a conflict between this agreement and that certain **Chapter 380 Agreement** between the City of Bastrop and **PRC 01 Bastrop, LLC** effective **June 11, 2024** (the "Development Agreement"), the Development Agreement shall control. Nothing in this agreement shall be construed as amending the Development Agreement.

IN TESTIMONY WHEREOF, the City of Bastrop has caused this instrument to


EXHIBIT A
Public Improvement Plan Agreement – Sendero

Item 9R.

be executed in duplicate in its name and on its behalf by its City Manager, attested by its City Secretary, with the corporate seal of the City affixed, and said Developer has executed this instrument in duplicate, at the City of Bastrop, Texas this the **16th** day of **January, 2025**.

PRC 01 Bastrop, LLC

City of Bastrop, Texas



Signatory

Sylvia Carrillo, ICMA-CM, CPM

Company: Pearl River Companies
LLC, Its Manager

City Manager

ATTEST:

City Secretary

Date

Distribution of Originals:

Developer
City Secretary
Planning and Development Department



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-59, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1 Major Tract, as attached in Exhibit A.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The Public Improvement Plan Agreement was developed as part of the City of Bastrop's Development Manual. This standardized agreement is a tool that can be used by staff. It allows a developer to establish the infrastructure costs, inspections fees and begin construction of public street and utility infrastructure. The agreement also establishes the process to record the final plat with a fiscal guaranty for the approved section of the subdivision prior to the completion of all public improvements. The cost estimates and scope of work included in the Agreement were approved with the Public Improvement Plans approved by the Project Manager.

Texas Local Government Code 212.010 Standards for Approval of Plat requires that a new subdivision should extend roads and utilities in conformance to the city requirements and bonds be submitted in accordance with the municipal policy for the approval of subdivision plats. Section 1.4.003 Public improvement Plan Agreement (PIPA) of the B3 Code establishes the requirements for approval of the PIPA.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Consider and act on Resolution No. R-2025-59, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1 Major Tract, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

1. Resolution No. R-2025-59
2. Exhibit A – West Bastrop Village Phase 1 Major Tract Public Improvement Plan Agreement

RESOLUTION NO. R-2025-59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A PUBLIC IMPROVEMENT PLAN AGREEMENT WITH WEST BASTROP VILLAGE, LTD FOR PHASE 1 MAJOR TRACT; SHOWN AS ATTACHED IN EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop (“City”) has general authority to adopt an ordinance, resolution, or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, The City Council has adopted the Bastrop Building Block (B³) Code and related codes that provide a process for the standards and construction of public improvements that support the development created during the subdivision process; and

WHEREAS, the Development Manual includes the requirement for a developer to provide a Public Improvement Plan Agreement to ensure the installation of the public improvements; and

WHEREAS, the “Developer” known as West Bastrop Village, Ltd for West Bastrop Village Phase 1 Major Tract has an approved Public Improvement Plan for the construction of a mixed-use commercial subdivision; and

WHEREAS, The City Council also understands the importance of the required public improvements and the value they bring in regard to the public safety of neighborhoods; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Section 2. Execution: The City Council approves and authorizes the execution of the Public Improvement Plan Agreement as attached and incorporated herein as Exhibit A.

- Section 3. Repealer:** To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated.
- Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.
- Section 5. Effective Date:** This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, its Code of Ordinances, and the laws of the State of Texas.
- Section 6. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 11th day of March, 2025.

[Signature Page Follows]

THE CITY OF BASTROP, TEXAS:

John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney
Denton Navarro Rocha Bernal & Zech, P.C.



CITY OF BASTROP, TEXAS
Public Improvement Plan Agreement
West Bastrop Village – Phase 1 Major Tract improvements

The State of Texas

County of Bastrop

WHEREAS, **West Bastrop Village, Ltd.**, hereinafter referred to as, "Developer", is the developer of the following described property and desires to make certain improvements to the following proposed West Bastrop Village – Phase 1 Major Tract Improvements lots and blocks in Adelon, a Municipal Utility District development in the **Bastrop ETJ**, Texas: being **0 blocks and 0 lots**; and

WHEREAS, the said Developer has requested the City of Bastrop, a Home Rule Municipality of Bastrop County, Texas, hereinafter referred to as, "City", to provide approvals and cooperative arrangements in connection with said improvements:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That said Developer, acting herein by and through Myra J. Goepf, Manager, its duly authorized officer, and the City, acting herein by and through Sylvia Carrillo, its City Manager, for and in consideration of the covenants and agreements herein performed and to be performed, do hereby covenant and agree as follows regarding assurance of construction of sanitary sewer facilities [**West Bastrop Village Municipal Utility District of Bastrop County**], streets [**West Bastrop Village Municipal Utility District of Bastrop County**], public drainage [**West Bastrop Village Municipal Utility District of Bastrop County**], street lights and street signs [**West Bastrop Village Municipal Utility District of Bastrop County**], and park/trail improvements [**West Bastrop Village Municipal Utility District of Bastrop County**]; summary of applicable infrastructure (development) amounts; assurance payments

to the City; payment of inspection fees; and miscellaneous provisions relating to the acceptable completion of said construction according to the plans for **West Bastrop Village – Ph 1 Major Tract improvements** approved by the City on **March 13, 2024**

Public Improvement Plan Agreement – *WBV Ph 1 Major Tract*

1.00 Assurance of Infrastructure Construction

1.10 Employment of Contractors

In accordance with this agreement, the Developer agrees to employ a general contractor or contractors in accordance with the conditions set forth in Section 4.00 for work for which the Developer is providing as stated herein and indicated in the Summary of Infrastructure (Development) Assurance Amounts, Section 2.40 on page 7 of this agreement.

1.11 Public Infrastructure Construction and Acceptance Process

- a) The Developer and the City agree that a pre-construction meeting will not be held and notice to proceed issued until the payment of the Public Improvement Inspection fees are paid to the City/County and a copy of the approved plan set provided to the City Construction Manager. The Public Improvement Inspection fees will be per the Master Fee Schedule adopted with Ordinance Number 2024-21 herein referenced below:

Public Improvement Inspections - First 100 acres	\$1,500 per acre
Public Improvement Inspections – Next 150 acres	\$750 per acre
Public Improvement Inspections – All additional acres over 250 acres	\$325 per acre
Erosion and Sedimentation Controls	\$1.00 per linear foot
Public Infrastructure	\$4.00 per linear foot per infrastructure item (i.e. streets, drainage, water, wastewater, etc.)

- 1. All fees will need to be validated by a sealed Engineers Estimate of Probable Quantities.

- b) Upon completion of the Infrastructure, the Developer must furnish the City with

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

the following prior to acceptance and release of fiscal guarantee (if provided):

1. As-Built/Record Drawings of Public Improvement Plans in pdf format and in CAD/GIS format;
 2. The Developer agrees to require the contractor(s) to furnish the City with a copy of a two (2) year maintenance bond in the name of the West Bastrop Village Municipal Utility District of Bastrop County, subject to City approval, for twenty five percent (25%) of the contract price of the public streets, sidewalk, and drainage improvements. The maintenance bond(s) shall be submitted and approved prior to the final acceptance of the improvements;
 3. Letter of Concurrence from the Design Engineer;
 4. Letter of Acceptance from the MUD Engineer;
 5. Close out documents required by the Engineering Department
(Attachment 2).
- c) Once these items are provided, the City will provide a Letter of Concurrence from the City Engineer.
- d) In order to record the Final Plat, the Developer must complete one of the following:
1. Have received a Letter of Acceptance from the MUD and a Letter of Concurrence from the City Engineer; or
 2. Provide fiscal guarantee for 125% of the outstanding Infrastructure (Development) Improvement Costs, with Engineer's Opinion of Probable Costs. This guarantee will not be released until concurrence

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

of the Infrastructure by the City Engineer.

1.12 Payment of Miscellaneous Construction Costs

It is further agreed and understood that additional costs may be required of the Developer to cover such additional work, materials and/or other costs as may be made necessary by conditions encountered during construction and within the scope of this project.

1.13 Compliance with Tree Preservation Ordinance

N/A – Section 1.13 predates and is not applicable to the West Bastrop Village Planned Development Agreement Regulations, Controlling Land Use Plan, and Master Plan from August 22, 2006 (PDA).

2.00 Infrastructure (Development) Improvement Costs

All infrastructure (development) improvement costs are the full responsibility of the Developer unless otherwise noted, or unless otherwise funded with a public improvement district revenue, tax increment reinvestments zone revenue, or a Chapter 380 grant, pursuant to a separate agreement. The following improvement costs have been developed using the Developer's plans and specifications as approved by City of Bastrop dated March 13, 2024

2.10 Water Improvements

The distribution of costs between the City and the Developer for all domestic and fire water facilities are as follows:

	Full Project Cost	Developer Amount	City Participation
Water Facilities	\$8,248.00	\$8,248.00	\$0.00
Total Construction Cost	\$8,248.00	\$8,248.00	\$0.00

2.10 Sanitary Sewer Improvements

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

The distribution of costs between the City and the Developer for all sanitary sewer are as follows:

	Full Project Cost	Developer Amount	City Participation
Sanitary Sewer Facilities	\$22,380.00	\$22,380.00	\$0.00
Total Construction Cost	\$22,380.00	\$22,380.00	\$0.00

2.20 Drainage Improvements

The distribution of costs between the City and the Developer for drainage improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Storm Drainage Facilities	\$9,232.00	\$9,232.00	\$0.00

2.30 Street Improvements

The distribution of costs between the City and the Developer for all street improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Streets & Sidewalks	\$0.00	\$0.00	\$0.00
Erosion Control Items	\$7,035.00	\$7,035.00	\$0.00
Total Construction Cost	\$7,035.00	\$7,035.00	\$0.00

2.40 Summary of Infrastructure (Development) Costs Amounts

	Final Assurance Amount
Water Facilities	\$8,248.00

Public Improvement Plan Agreement – *WBV Ph 1 Major Tract*

Sewer Facilities	\$22,380.00
Storm Drainage Facilities	\$9,232.00
Streets, Sidewalks & Erosion Control Improvements	\$7,035.00
<hr/>	
Total Infrastructure Development Cost Amounts	\$46,895.00

INSPECTION FEES TO BE PAID PRIOR TO PRE-CONSTRUCTION MEETING:

Public Infrastructure Quantities

	Rate	Construction Quantities	Inspection Fee
First 100 acres	\$1,500/ac	70.46	\$105,690.00
Next 150 acres	\$750/ac	0.00	\$0.00
All additional acres over 250 acres	\$325/ac	0.00	\$0.00
Erosion & Sedimentation Controls	\$1.00/ linear ft.	7035	\$7,035.00
Public Infrastructure (i.e. streets, drainage, water, wastewater, etc.)	\$4.00/ linear ft.	9,965	\$39,860.00
Payment to the City			\$152,585.00

The Public Improvement Inspection fee amount is **\$152,585.00**

RECOMMENDED:

EXHIBIT A

Item 9S.

Public Improvement Plan Agreement – WBV Ph 1 Major Tract



03-05-2025

City Engineer

Date

Public Improvement Plan Agreement – WBV Ph 1 Major Tract**3.00 Miscellaneous Improvements****3.10 Drainage Operation and Maintenance Plan**

The Developer will provide the City with a Drainage Operation and Maintenance Plan (plan) in accordance with the Stormwater Drainage Manual. The West Bastrop Village Municipal Utility District of Bastrop County shall be the responsible party for any drainage system, stormwater system, or other improvement which will not be dedicated to the City as part of this agreement. Proof of payment to the surety and that all other obligations of the Developer or contractor have been met in order for the bonds to be binding upon the surety.

3.10 Sidewalks

The Developer shall be responsible for installing sidewalks along rights-of-way on open space lots as shown on the City approved Public Improvement Plans. The Builder or Developer of a residential or commercial lot shall be responsible for installing sidewalks on each residential or commercial lot at the time of residential construction or commercial construction. All sidewalks shall conform to the City of Bastrop Standard Construction Details.

3.20 Screening Wall, Landscaping, and Irrigation

The Developer shall be responsible for installing screening walls, retaining walls, landscaping, and irrigation in accordance with the approved Public Improvement Plans approved on March 13, 2024.

3.30 Street Lights [(Bluebonnet Electric Cooperation

The Developer is responsible for the initial installation of all street lights.

The West Bastrop Village MUD will be responsible or obligated to maintain and/or

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

replace any standard or non-standard street light poles.

3.40 Street Name and Regulatory Signs [(City of Bastrop OR Bastrop County)]

Street name and regulatory signs shall be installed by the Developer at the Developer's expense at locations specified by the City approved plans dated March 13, 2024. The signs shall conform to The State of Texas Manual on Uniform Traffic Control Devices and [City of Bastrop requirements, including but not limited to, exact placement, sign height and block numbers. The City and County shall not be responsible or obligated to maintain and/or replace any non-standard sign poles, street name signs, or regulatory signs. Installation shall be completed prior to the acceptance of the subdivision.

RECOMMENDED:

<u>John Eddleton</u>	05/03/25
<small>John Eddleton (Mar 5, 2025 16:23 CST)</small>	
Public Works Director	Date

3.50 Land Dedication

N/A – Section 3.50 is not applicable to the West Bastrop Village Planned Development Agreement Regulations, Controlling Land Use Plan, and Master Plan from August 22, 2006 (PDA).

3.60 Impact Fees

Water Impact Fees and Wastewater Impact Fees are assessed as set forth by the Wholesale Water Agreement dated November 26, 2019, and the Wholesale Wastewater Agreement dated November 26, 2019.

Impact Fees to be paid are as follows:

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

	Number Lots	Fee per Lot		Final Assessment Amount
Water Impact Fee		-	-	-
Wastewater Impact Fee		-	-	-
Total Impact Fees				-

4.00 Miscellaneous Provisions

4.10 Bonds

The Developer will provide the City with proof of payment to the surety and that all other obligations of the Developer or contractor have been met in order for the bonds to be binding upon the surety.

4.20 Public Liability

The Developer shall further require the contractor(s) to secure Public Liability Insurance. The amount of Insurance required shall include Public Liability, Bodily Injury and Property Damage of not less than \$100,000 one person, \$300,000 one accident and \$100,000 property damage. The minimum requirements for automobile and truck public liability, bodily injury and property damage shall also include not less than \$100,000 one person, \$300,000 one accident, and \$100,000 property damage.

The Contractor shall provide Worker's Compensation Insurance in accordance with the most recent Texas Workers' Compensation Commission's rules.

4.30 General Release and Hold Harmless Provisions

The Developer shall waive all claims, fully release, and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from any and all liability, claims, suits, demands or

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

causes of action, including all expenses of litigation and/or settlement which may arise by injury to property or person arising out of or in connection with the Agreement, or on or about the property. Also, Developer agrees to release and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from and against any and all claims, losses, damages, causes of action, suit and liability of every kind, including all expenses of litigation, court costs and attorney fees for injury to or death of any person or for any damage to any property arising out of or in connection with this Agreement or any and all activity or use pursuant to the Agreement, or on or about the property. The City shall be responsible only for the City's breach of this Agreement or separate agreement pertaining to the Property governed by this Agreement. Nothing contained in this Agreement shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law.

4.31 Release and Hold Harmless Against Design Defects

Approval of the City Engineer or other City employee, official, consultant, or officer of any plans, designs or specifications submitted by the Developer under this Agreement shall not constitute or be deemed to be approval of the accuracy and competency of any suppliers designs and specifications. Such approval shall not be deemed to be an assumption of any responsibility or liability by the City for any defect in the design and specifications prepared by the consulting engineer, his officers, agents, servants, or employees, it being the intent of the parties that approval by the City Engineer or other City employee, official, consultant, or officer signifies the City's

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

approval of only the general design concept of the improvements to be constructed. In this connection, the Developer shall release and hold harmless the City, its officials, officers, agents, servants and employees, from any loss, damage, liability or expense on account of damage to property and injuries, including death, to any and all persons which may arise out of any defect, deficiency or negligence of the engineer's designs and specifications incorporated into any improvements constructed in accordance therewith. Notwithstanding anything to the contrary in this section, the Developer shall not release or hold harmless the City in the event the claims, suits, losses, damages, causes of action or liability arise in whole or in part as a result of the City's breach of this agreement or a separate agreement pertaining to the property governed by this agreement.

4.32 Approval of Plans

The Developer and City agree that the approval of plans and specifications by the City shall not be construed as representing or implying that improvements built in accordance therewith shall be free of defects. Any such approvals shall in no event be construed as representing or guaranteeing that any improvement built in accordance therewith will be designed or built in a good and workmanlike manner.

Neither the City, nor its elected officials, officers, employees, contractors and/or agents shall be responsible or liable in damages or otherwise to anyone submitting plans and specifications for approval by the City for any defects in any plans or specifications submitted, revised, or approved, in the loss or damages to any person arising out of approval or disapproval or failure to approve or disapprove any plans or specifications, for any loss or damage arising from the non-compliance of such plans or specifications with any governmental ordinance or regulation, nor any

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

defects in construction undertaken pursuant to such plans and specifications.

4.33 Venue

Venue of any action brought hereunder shall be in the City of Bastrop, Bastrop County, Texas.

4.40 Dedication of Infrastructure Improvements

Upon final acceptance of **West Bastrop Village – Phase 1 Major Tract** the public streets, sidewalks, water and wastewater systems shall become the property of the West Bastrop Village Municipal Utility District of Bastrop County.

4.60 Assignment

This agreement, any part hereof, or any interest herein shall not be assigned by the Developer without written consent of the City Manager, said consent shall not be unreasonably withheld, and it is further agreed that such written consent will not be granted for the assignment, transfer, pledge and/or conveyance of any refunds due or to become due to the Developer except that such assignment, transfer, pledge and/or conveyance shall be for the full amount of the total of all such refunds due or to become due hereunder nor shall assignment release assignor or assignee from any and all Development assurances and responsibilities set forth herein.

4.70 Conflicts (remove if not applicable)

In the event of a conflict between this agreement and that certain Consent/Planned Development Agreement and the Wholesale Water and Wholesale Wastewater Agreements between the **City of Bastrop** and **West Bastrop Village, LTD** effective **Date August 11, 2006** (the "Consent/Planned Development Agreement"), the Consent/Planned Development Agreement shall control. Nothing in this agreement

Public Improvement Plan Agreement – WBV Ph 1 Major Tract

shall be construed as amending the Consent/Planned Development Agreement.

IN TESTIMONY WHEREOF, the City of Bastrop has caused this instrument to be executed in duplicate in its name and on its behalf by its City Manager, attested by its City Secretary, with the corporate seal of the City affixed, and said Developer has executed this instrument in duplicate, at the City of Bastrop, Texas this the ___ day of _____, 2025.

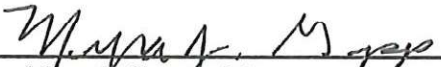
**West Bastrop Village Phase 1,
Major Tract**

City of Bastrop, Texas

WEST BASTROP VILLAGE, LTD.
a Texas limited partnership

By: WBV GP, LLC
a Texas limited liability company, general partner

Sylvia Carrillo, ICMA-CM, CPM
City Manager

By: 
Myra J. Goepf, Manager

ATTEST:

City Secretary

Date

Distribution of Originals:

Developer
City Secretary
Planning and Development Department

EXHIBIT A

Item 9S.




WBV Phase 1 Major Tract PIPA

Final Audit Report

2025-03-05

Created:	2025-03-05
By:	Nicole Peterson (npeterson@cityofbastrop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8Gy-b_aZMzjhnMQuDbaasfEaXGh2OW8i

"WBV Phase 1 Major Tract PIPA" History

-  Document created by Nicole Peterson (npeterson@cityofbastrop.org)
2025-03-05 - 9:54:54 PM GMT
-  Document emailed to John Eddleton (jeddleton@cityofbastrop.org) for signature
2025-03-05 - 9:55:09 PM GMT
-  Email viewed by John Eddleton (jeddleton@cityofbastrop.org)
2025-03-05 - 9:55:25 PM GMT
-  Document e-signed by John Eddleton (jeddleton@cityofbastrop.org)
Signature Date: 2025-03-05 - 10:23:35 PM GMT - Time Source: server
-  Agreement completed.
2025-03-05 - 10:23:35 PM GMT



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-60, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1, Section 2, as attached in Exhibit A.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The Public Improvement Plan Agreement was developed as part of the City of Bastrop's Development Manual. This standardized agreement is a tool that can be used by staff. It allows a developer to establish the infrastructure costs, inspections fees and begin construction of public street and utility infrastructure. The agreement also establishes the process to record the final plat with a fiscal guaranty for the approved section of the subdivision prior to the completion of all public improvements. The cost estimates and scope of work included in the Agreement were approved with the Public Improvement Plans approved by the Project Manager.

Texas Local Government Code 212.010 Standards for Approval of Plat requires that a new subdivision should extend roads and utilities in conformance to the city requirements and bonds be submitted in accordance with the municipal policy for the approval of subdivision plats.

Section 1.4.003 Public improvement Plan Agreement (PIPA) of the B3 Code establishes the requirements for approval of the PIPA.

FISCAL IMPACT:

Revenue from inspection fees being paid to the City.

RECOMMENDATION:

Consider and act on Resolution No. R-2025-60 of the City Council of the City of Bastrop, Texas approving a Public Improvement Plan Agreement with West Bastrop Village Phase 1, Section 2, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents.

ATTACHMENTS:

1. Resolution No. R-2025-60
2. Exhibit A – West Bastrop Village Phase 1, Section 2 Public Improvement Plan Agreement

RESOLUTION NO. R-2025-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A PUBLIC IMPROVEMENT PLAN AGREEMENT WITH WEST BASTROP VILLAGE, LTD FOR PHASE 1 SECTION 2; SHOWN AS ATTACHED IN EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop (“City”) has general authority to adopt an ordinance, resolution, or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, The City Council has adopted the Bastrop Building Block (B³) Code and related codes that provide a process for the standards and construction of public improvements that support the development created during the subdivision process; and

WHEREAS, the Development Manual includes the requirement for a developer to provide a Public Improvement Plan Agreement to ensure the installation of the public improvements; and

WHEREAS, the “Developer” known as West Bastrop Village, Ltd for West Bastrop Village Phase 1 Section 2 has an approved Public Improvement Plan for the construction of a mixed-use commercial subdivision; and

WHEREAS, The City Council also understands the importance of the required public improvements and the value they bring in regard to the public safety of neighborhoods; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Section 2. Execution: The City Council approves and authorizes the execution of the Public Improvement Plan Agreement as attached and incorporated herein as Exhibit A.

- Section 3. Repealer:** To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated.
- Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.
- Section 5. Effective Date:** This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, its Code of Ordinances, and the laws of the State of Texas.
- Section 6. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 11th day of March, 2025.

[Signature Page Follows]

THE CITY OF BASTROP, TEXAS:

John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney
Denton Navarro Rocha Bernal & Zech, P.C.



CITY OF BASTROP, TEXAS
Public Improvement Plan Agreement
West Bastrop Village – Phase 1, Section 2 Improvements

The State of Texas

County of Bastrop

WHEREAS, **West Bastrop Village, Ltd.**, hereinafter referred to as, "Developer", is the developer of the following described property and desires to make certain improvements to the following proposed West Bastrop Village – Phase 1, Section 2 Tract Improvements lots and blocks in Adelton, a Municipal Utility District development in the **Bastrop ETJ**, Texas: being **0 blocks and 3 lots**; and

WHEREAS, the said Developer has requested the City of Bastrop, a Home Rule Municipality of Bastrop County, Texas, hereinafter referred to as, "City", to provide approvals and cooperative arrangements in connection with said improvements:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That said Developer, acting herein by and through Myra J. Goepp, Manager, its duly authorized officer, and the City, acting herein by and through Sylvia Carrillo, its City Manager, for and in consideration of the covenants and agreements herein performed and to be performed, do hereby covenant and agree as follows regarding assurance of construction of sanitary sewer facilities [**West Bastrop Village Municipal Utility District of Bastrop County**], streets [**West Bastrop Village Municipal Utility District of Bastrop County**], public drainage [**West Bastrop Village Municipal Utility District of Bastrop County**], street lights and street signs [**West Bastrop Village Municipal Utility District of Bastrop County**], and park/trail improvements [**West Bastrop Village Municipal Utility District of Bastrop County**]; summary of applicable infrastructure (development) amounts; assurance payments

to the City; payment of inspection fees; and miscellaneous provisions relating to the acceptable completion of said construction according to the plans for **West Bastrop Village – Ph 1, Section 2 Improvements** approved by the City on **March 13, 2024**

Public Improvement Plan Agreement – *WBV Ph 1, Section 2*

1.00 Assurance of Infrastructure Construction

1.10 Employment of Contractors

In accordance with this agreement, the Developer agrees to employ a general contractor or contractors in accordance with the conditions set forth in Section 4.00 for work for which the Developer is providing as stated herein and indicated in the Summary of Infrastructure (Development) Assurance Amounts, Section 2.40 on page 7 of this agreement.

1.11 Public Infrastructure Construction and Acceptance Process

- a) The Developer and the City agree that a pre-construction meeting will not be held and notice to proceed issued until the payment of the Public Improvement Inspection fees are paid to the City/County and a copy of the approved plan set provided to the City Construction Manager. The Public Improvement Inspection fees will be per the Master Fee Schedule adopted with Ordinance Number 2024-21 herein referenced below:

Public Improvement Inspections - First 100 acres	\$1,500 per acre
Public Improvement Inspections – Next 150 acres	\$750 per acre
Public Improvement Inspections – All additional acres over 250 acres	\$325 per acre
Erosion and Sedimentation Controls	\$1.00 per linear foot
Public Infrastructure	\$4.00 per linear foot per infrastructure item (i.e. streets, drainage, water, wastewater, etc.)

- 1. All fees will need to be validated by a sealed Engineers Estimate of Probable Quantities.

- b) Upon completion of the Infrastructure, the Developer must furnish the City with

Public Improvement Plan Agreement – WBV Ph 1, Section 2

the following prior to acceptance and release of fiscal guarantee (if provided):

1. As-Built/Record Drawings of Public Improvement Plans in pdf format and in CAD/GIS format; •
 2. The Developer agrees to require the contractor(s) to furnish the City with a copy of a two (2) year maintenance bond in the name of the West Bastrop Village Municipal Utility District of Bastrop County, subject to City approval, for twenty five percent (25%) of the contract price of the public streets, sidewalk, and drainage improvements. The maintenance bond(s) shall be submitted and approved prior to the final acceptance of the improvements;
 3. Letter of Concurrence from the Design Engineer;
 4. Letter of Acceptance from the MUD Engineer;
 5. Close out documents required by the Engineering Department
(Attachment 2).
- c) Once these items are provided, the City will provide a Letter of Concurrence from the City Engineer.
- d) In order to record the Final Plat, the Developer must complete one of the following:
1. Have received a Letter of Acceptance from the MUD and a Letter of Concurrence from the City Engineer; or
 2. Provide fiscal guarantee for 125% of the outstanding Infrastructure (Development) Improvement Costs, with Engineer's Opinion of Probable Costs. This guarantee will not be released until concurrence

Public Improvement Plan Agreement – *WBV Ph 1, Section 2*

of the Infrastructure by the City Engineer.

1.12 Payment of Miscellaneous Construction Costs

It is further agreed and understood that additional costs may be required of the Developer to cover such additional work, materials and/or other costs as may be made necessary by conditions encountered during construction and within the scope of this project.

1.13 Compliance with Tree Preservation Ordinance

N/A – Section 1.13 predates and is not applicable to the West Bastrop Village Planned Development Agreement Regulations, Controlling Land Use Plan, and Master Plan from August 22, 2006 (PDA).

2.00 Infrastructure (Development) Improvement Costs

All infrastructure (development) improvement costs are the full responsibility of the Developer unless otherwise noted, or unless otherwise funded with a public improvement district revenue, tax increment reinvestments zone revenue, or a Chapter 380 grant, pursuant to a separate agreement. The following improvement costs have been developed using the Developer's plans and specifications as approved by City of Bastrop dated March 13, 2024

2.10 Water Improvements

The distribution of costs between the City and the Developer for all domestic and fire water facilities are as follows:

	Full Project Cost	Developer Amount	City Participation
Water Facilities	\$4,424.00	\$4,424.00	\$0.00
Total Construction Cost	\$4,424.00	\$4,424.00	\$0.00

2.10 Sanitary Sewer Improvements

Public Improvement Plan Agreement – WBV Ph 1, Section 2

The distribution of costs between the City and the Developer for all sanitary sewer are as follows:

	Full Project Cost	Developer Amount	City Participation
Sanitary Sewer Facilities	\$1,716.00	\$1,716.00	\$0.00
Total Construction Cost	\$1,716.00	\$1,716.00	\$0.00

2.20 Drainage Improvements

The distribution of costs between the City and the Developer for drainage improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Storm Drainage Facilities	\$4,600.00	\$4,600.00	\$0.00

2.30 Street Improvements

The distribution of costs between the City and the Developer for all street improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Streets & Sidewalks	\$4,000.00	\$4,000.00	\$0.00
Erosion Control Items	\$0.00	\$0.00	\$0.00
Total Construction Cost	\$4,000.00	\$4,000.00	\$0.00

2.40 Summary of Infrastructure (Development) Costs Amounts

	Final Assurance Amount
Water Facilities	\$4,424.00

Public Improvement Plan Agreement – WBV Ph 1, Section 2

2.40 Summary of Infrastructure (Development) Costs Amounts

	Final Assurance Amount
Water Facilities	\$4,424.00
Sewer Facilities	\$1,716.00
Storm Drainage Facilities	\$4,600.00
Streets, Sidewalks & Erosion Control Improvements	\$4,000.00
Total Infrastructure Development Cost Amounts	\$14,740.00

INSPECTION FEES TO BE PAID PRIOR TO PRE-CONSTRUCTION MEETING:

Public Infrastructure Quantities

	Rate	Construction Quantities	Inspection Fee
First 100 acres	\$1,500/ac	1.45	\$2,175.00
Next 150 acres	\$750/ac	0.00	\$0.00
All additional acres over 250 acres	\$325/ac	0.00	\$0.00
Erosion & Sedimentation Controls	\$1.00/ linear ft.	0.00	\$0.00
Public Infrastructure (i.e. streets, drainage, water, wastewater, etc.)	\$4.00/ linear ft.	3,685	\$14,740.00
Payment to the City			\$16,915.00

The Public Improvement Inspection fee amount is **\$16,915.00**

Public Improvement Plan Agreement – WBV Ph 1, Section 2

RECOMMENDED:



03-05-2025

City Engineer

Date

Public Improvement Plan Agreement – WBV Ph 1, Section 2**3.00 Miscellaneous Improvements****3.10 Drainage Operation and Maintenance Plan**

The Developer will provide the City with a Drainage Operation and Maintenance Plan (plan) in accordance with the Stormwater Drainage Manual. The West Bastrop Village Municipal Utility District of Bastrop County shall be the responsible party for any drainage system, stormwater system, or other improvement which will not be dedicated to the City as part of this agreement. Proof of payment to the surety and that all other obligations of the Developer or contractor have been met in order for the bonds to be binding upon the surety.

3.10 Sidewalks

The Developer shall be responsible for installing sidewalks along rights-of-way on open space lots as shown on the City approved Public Improvement Plans. The Builder or Developer of a residential or commercial lot shall be responsible for installing sidewalks on each residential or commercial lot at the time of residential construction or commercial construction. All sidewalks shall conform to the City of Bastrop Standard Construction Details.

3.20 Screening Wall, Landscaping, and Irrigation

The Developer shall be responsible for installing screening walls, retaining walls, landscaping, and irrigation in accordance with the approved Public Improvement Plans approved on March 13, 2024.

3.30 Street Lights [(Bluebonnet Electric Cooperation

The Developer is responsible for the initial installation of all street lights.

The West Bastrop Village MUD will be responsible or obligated to maintain and/or

Public Improvement Plan Agreement – WBV Ph 1, Section 2

replace any standard or non-standard street light poles.

3.40 Street Name and Regulatory Signs [(City of Bastrop OR Bastrop County)]

Street name and regulatory signs shall be installed by the Developer at the Developer's expense at locations specified by the City approved plans dated March 13, 2024. The signs shall conform to The State of Texas Manual on Uniform Traffic Control Devices and [City of Bastrop requirements, including but not limited to, exact placement, sign height and block numbers. The City and County shall not be responsible or obligated to maintain and/or replace any non-standard sign poles, street name signs, or regulatory signs. Installation shall be completed prior to the acceptance of the subdivision.

RECOMMENDED:

<u>John Eddleton</u> <small>John Eddleton (Mar 5, 2025 16:24 CST)</small>	05/03/25
Public Works Director	Date

3.50 Land Dedication

N/A – Section 3.50 is not applicable to the West Bastrop Village Planned Development Agreement Regulations, Controlling Land Use Plan, and Master Plan from August 22, 2006 (PDA).

3.60 Impact Fees

Water Impact Fees and Wastewater Impact Fees are assessed as set forth by the Wholesale Water Agreement dated November 26, 2019, and the Wholesale Wastewater Agreement dated November 26, 2019.

Impact Fees to be paid are as follows:

Public Improvement Plan Agreement – *WBV Ph 1, Section 2*

	Number Lots	Fee per Lot	Final Assessment Amount
Water Impact Fee		-	-
Wastewater Impact Fee		-	-
Total Impact Fees			-

4.00 Miscellaneous Provisions

4.10 Bonds

The Developer will provide the City with proof of payment to the surety and that all other obligations of the Developer or contractor have been met in order for the bonds to be binding upon the surety.

4.20 Public Liability

The Developer shall further require the contractor(s) to secure Public Liability Insurance. The amount of Insurance required shall include Public Liability, Bodily Injury and Property Damage of not less than \$100,000 one person, \$300,000 one accident and \$100,000 property damage. The minimum requirements for automobile and truck public liability, bodily injury and property damage shall also include not less than \$100,000 one person, \$300,000 one accident, and \$100,000 property damage.

The Contractor shall provide Worker's Compensation Insurance in accordance with the most recent Texas Workers' Compensation Commission's rules.

4.30 General Release and Hold Harmless Provisions

The Developer shall waive all claims, fully release, and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from any and all liability, claims, suits, demands or

Public Improvement Plan Agreement – WBV Ph 1, Section 2

causes of action, including all expenses of litigation and/or settlement which may arise by injury to property or person arising out of or in connection with the Agreement, or on or about the property. Also, Developer agrees to release and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from and against any and all claims, losses, damages, causes of action, suit and liability of every kind, including all expenses of litigation, court costs and attorney fees for injury to or death of any person or for any damage to any property arising out of or in connection with this Agreement or any and all activity or use pursuant to the Agreement, or on or about the property. The City shall be responsible only for the City's breach of this Agreement or separate agreement pertaining to the Property governed by this Agreement. Nothing contained in this Agreement shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law.

4.31 Release and Hold Harmless Against Design Defects

Approval of the City Engineer or other City employee, official, consultant, or officer of any plans, designs or specifications submitted by the Developer under this Agreement shall not constitute or be deemed to be approval of the accuracy and competency of any suppliers designs and specifications. Such approval shall not be deemed to be an assumption of any responsibility or liability by the City for any defect in the design and specifications prepared by the consulting engineer, his officers, agents, servants, or employees, it being the intent of the parties that approval by the City Engineer or other City employee, official, consultant, or officer signifies the City's

Public Improvement Plan Agreement – WBV Ph 1, Section 2

approval of only the general design concept of the improvements to be constructed. In this connection, the Developer shall release and hold harmless the City, its officials, officers, agents, servants and employees, from any loss, damage, liability or expense on account of damage to property and injuries, including death, to any and all persons which may arise out of any defect, deficiency or negligence of the engineer's designs and specifications incorporated into any improvements constructed in accordance therewith. Notwithstanding anything to the contrary in this section, the Developer shall not release or hold harmless the City in the event the claims, suits, losses, damages, causes of action or liability arise in whole or in part as a result of the City's breach of this agreement or a separate agreement pertaining to the property governed by this agreement.

4.32 Approval of Plans

The Developer and City agree that the approval of plans and specifications by the City shall not be construed as representing or implying that improvements built in accordance therewith shall be free of defects. Any such approvals shall in no event be construed as representing or guaranteeing that any improvement built in accordance therewith will be designed or built in a good and workmanlike manner.

Neither the City, nor its elected officials, officers, employees, contractors and/or agents shall be responsible or liable in damages or otherwise to anyone submitting plans and specifications for approval by the City for any defects in any plans or specifications submitted, revised, or approved, in the loss or damages to any person arising out of approval or disapproval or failure to approve or disapprove any plans or specifications, for any loss or damage arising from the non-compliance of such plans or specifications with any governmental ordinance or regulation, nor any

Public Improvement Plan Agreement – WBV Ph 1, Section 2

defects in construction undertaken pursuant to such plans and specifications.

4.33 Venue

Venue of any action brought hereunder shall be in the City of Bastrop, Bastrop County, Texas.

4.40 Dedication of Infrastructure Improvements

Upon final acceptance of **West Bastrop Village – Phase 1, Section 2** the public streets, sidewalks, water and wastewater systems shall become the property of the West Bastrop Village Municipal Utility District of Bastrop County.

4.60 Assignment

This agreement, any part hereof, or any interest herein shall not be assigned by the Developer without written consent of the City Manager, said consent shall not be unreasonably withheld, and it is further agreed that such written consent will not be granted for the assignment, transfer, pledge and/or conveyance of any refunds due or to become due to the Developer except that such assignment, transfer, pledge and/or conveyance shall be for the full amount of the total of all such refunds due or to become due hereunder nor shall assignment release assignor or assignee from any and all Development assurances and responsibilities set forth herein.

4.70 Conflicts (remove if not applicable)

In the event of a conflict between this agreement and that certain Consent/Planned Development Agreement and the Wholesale Water and Wholesale Wastewater Agreements between the **City of Bastrop** and **West Bastrop Village, LTD** effective **Date August 11, 2006** (the "Consent/Planned Development Agreement"), the Consent/Planned Development Agreement shall control. Nothing in this agreement

shall be construed as amending the Consent/Planned Development Agreement.

IN TESTIMONY WHEREOF, the City of Bastrop has caused this instrument to be executed in duplicate in its name and on its behalf by its City Manager, attested by its City Secretary, with the corporate seal of the City affixed, and said Developer has executed this instrument in duplicate, at the City of Bastrop, Texas this the __ day of _____, 2025.

West Bastrop Village Phase 1, Section 2
WEST BASTROP VILLAGE, LTD.
a Texas limited partnership

City of Bastrop, Texas

By: WBV GP, LLC
a Texas limited liability company, general partner

Sylvia Carrillo, ICMA-CM, CPM

By: _____
Myra J. Goepp, Manager

City Manager

ATTEST:

City Secretary

Date

Distribution of Originals:

Developer
City Secretary
Planning and Development Department

EXHIBIT A

Item 9T.






WBV Phase 1 Section 2 PIPA

Final Audit Report

2025-03-05

Created:	2025-03-05
By:	Nicole Peterson (npeterson@cityofbastrop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAL35JZS0dZX21BYa1k1ggUEZmUQ0v0PRQ

"WBV Phase 1 Section 2 PIPA" History

-  Document created by Nicole Peterson (npeterson@cityofbastrop.org)
2025-03-05 - 9:56:43 PM GMT
-  Document emailed to John Eddleton (jeddleton@cityofbastrop.org) for signature
2025-03-05 - 9:56:53 PM GMT
-  Email viewed by John Eddleton (jeddleton@cityofbastrop.org)
2025-03-05 - 9:57:02 PM GMT
-  Document e-signed by John Eddleton (jeddleton@cityofbastrop.org)
Signature Date: 2025-03-05 - 10:24:27 PM GMT - Time Source: server
-  Agreement completed.
2025-03-05 - 10:24:27 PM GMT



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-61, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1, Section 3 & 4, as attached in Exhibit A.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The Public Improvement Plan Agreement was developed as part of the City of Bastrop's Development Manual. This standardized agreement is a tool that can be used by staff. It allows a developer to establish the infrastructure costs, inspections fees and begin construction of public street and utility infrastructure. The agreement also establishes the process to record the final plat with a fiscal guaranty for the approved section of the subdivision prior to the completion of all public improvements. The cost estimates and scope of work included in the Agreement were approved with the Public Improvement Plans approved by the Project Manager.

Texas Local Government Code 212.010 Standards for Approval of Plat requires that a new subdivision should extend roads and utilities in conformance to the city requirements and bonds be submitted in accordance with the municipal policy for the approval of subdivision plats. Section 1.4.003 Public improvement Plan Agreement (PIPA) of the B3 Code establishes the requirements for approval of the PIPA.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Consider and act on Resolution No. R-2025-61, approving a Public Improvement Plan Agreement with West Bastrop Village, Ltd for Phase 1, Section 3 & 4, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

1. Resolution No. R-2025-61
2. Exhibit A – West Bastrop Village Phase 1, Section 3 & 4 Public Improvement Plan Agreement

RESOLUTION NO. R-2025-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A PUBLIC IMPROVEMENT PLAN AGREEMENT WITH WEST BASTROP VILLAGE, LTD FOR PHASE 1 SECTION 3 & 4; SHOWN AS ATTACHED IN EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop (“City”) has general authority to adopt an ordinance, resolution, or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, The City Council has adopted the Bastrop Building Block (B³) Code and related codes that provide a process for the standards and construction of public improvements that support the development created during the subdivision process; and

WHEREAS, the Development Manual includes the requirement for a developer to provide a Public Improvement Plan Agreement to ensure the installation of the public improvements; and

WHEREAS, the “Developer” known as West Bastrop Village, Ltd for West Bastrop Village Phase 1 Section 3 & 4 has an approved Public Improvement Plan for the construction of a mixed-use commercial subdivision; and

WHEREAS, The City Council also understands the importance of the required public improvements and the value they bring in regard to the public safety of neighborhoods; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Section 2. Execution: The City Council approves and authorizes the execution of the Public Improvement Plan Agreement as attached and incorporated herein as Exhibit A.

- Section 3. Repealer:** To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated.
- Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.
- Section 5. Effective Date:** This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, its Code of Ordinances, and the laws of the State of Texas.
- Section 6. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 11th day of March, 2025.

[Signature Page Follows]

THE CITY OF BASTROP, TEXAS:

John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney
Denton Navarro Rocha Bernal & Zech, P.C.



CITY OF BASTROP, TEXAS
Public Improvement Plan Agreement

West Bastrop Village – Phase 1, Section 3 & 4 Improvements

The State of Texas

County of Bastrop

WHEREAS, **West Bastrop Village, Ltd.**, hereinafter referred to as, "Developer", is the developer of the following described property and desires to make certain improvements to the following proposed West Bastrop Village – Phase 1, Section 3 & 4 Tract Improvements lots and blocks in Adelton, a Municipal Utility District development in the **Bastrop ETJ**, Texas: being **13 blocks and 141 lots**; and

WHEREAS, the said Developer has requested the City of Bastrop, a Home Rule Municipality of Bastrop County, Texas, hereinafter referred to as, "City", to provide approvals and cooperative arrangements in connection with said improvements:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That said Developer, acting herein by and through Myra J. Goepf, Manager, its duly authorized officer, and the City, acting herein by and through Sylvia Carrillo, its City Manager, for and in consideration of the covenants and agreements herein performed and to be performed, do hereby covenant and agree as follows regarding assurance of construction of sanitary sewer facilities [**West Bastrop Village Municipal Utility District of Bastrop County**], streets [**West Bastrop Village Municipal Utility District of Bastrop County**], public drainage [**West Bastrop Village Municipal Utility District of Bastrop County**], street lights and street signs [**West Bastrop Village Municipal Utility District of Bastrop County**], and park/trail improvements [**West Bastrop Village Municipal Utility District of Bastrop County**]; summary of applicable infrastructure (development) amounts; assurance payments

EXHIBIT A

Item 9U.

to the City; payment of inspection fees; and miscellaneous provisions relating to the acceptable completion of said construction according to the plans for **West Bastrop Village – Ph 1, Section 3 & 4 Improvements** approved by the City on **February 06, 2024**

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

1.00 Assurance of Infrastructure Construction

1.10 Employment of Contractors

In accordance with this agreement, the Developer agrees to employ a general contractor or contractors in accordance with the conditions set forth in Section 4.00 for work for which the Developer is providing as stated herein and indicated in the Summary of Infrastructure (Development) Assurance Amounts, Section 2.40 on page 7 of this agreement.

1.11 Public Infrastructure Construction and Acceptance Process

- a) The Developer and the City agree that a pre-construction meeting will not be held and notice to proceed issued until the payment of the Public Improvement Inspection fees are paid to the City/County and a copy of the approved plan set provided to the City Construction Manager. The Public Improvement Inspection fees will be per the Master Fee Schedule adopted with Ordinance Number 2024-21 herein referenced below:

Public Improvement Inspections - First 100 acres	\$1,500 per acre
Public Improvement Inspections – Next 150 acres	\$750 per acre
Public Improvement Inspections – All additional acres over 250 acres	\$325 per acre
Erosion and Sedimentation Controls	\$1.00 per linear foot
Public Infrastructure	\$4.00 per linear foot per infrastructure item (i.e. streets, drainage, water, wastewater, etc.)

- 1. All fees will need to be validated by a sealed Engineers Estimate of Probable Quantities.

- b) Upon completion of the Infrastructure, the Developer must furnish the City with

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

the following prior to acceptance and release of fiscal guarantee (if provided):

1. As-Built/Record Drawings of Public Improvement Plans in pdf format and in CAD/GIS format;
2. The Developer agrees to require the contractor(s) to furnish the City with a copy of a two (2) year maintenance bond in the name of the West Bastrop Village Municipal Utility District of Bastrop County, subject to City approval, for twenty five percent (25%) of the contract price of the public streets, sidewalk, and drainage improvements. The maintenance bond(s) shall be submitted and approved prior to the final acceptance of the improvements;
3. Letter of Concurrence from the Design Engineer;
4. Letter of Acceptance from the MUD Engineer;
5. Close out documents required by the Engineering Department

(Attachment 2).

c) Once these items are provided, the City will provide a Letter of Concurrence from the City Engineer.

d) In order to record the Final Plat, the Developer must complete one of the following:

1. Have received a Letter of Acceptance from the MUD and a Letter of Concurrence from the City Engineer; or
2. Provide fiscal guarantee for 125% of the outstanding Infrastructure (Development) Improvement Costs, with Engineer's Opinion of Probable Costs. This guarantee will not be released until concurrence

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

of the Infrastructure by the City Engineer.

1.12 Payment of Miscellaneous Construction Costs

It is further agreed and understood that additional costs may be required of the Developer to cover such additional work, materials and/or other costs as may be made necessary by conditions encountered during construction and within the scope of this project.

1.13 Compliance with Tree Preservation Ordinance

N/A – Section 1.13 predates and is not applicable to the West Bastrop Village Planned Development Agreement Regulations, Controlling Land Use Plan, and Master Plan from August 22, 2006 (PDA).

2.00 Infrastructure (Development) Improvement Costs

All infrastructure (development) improvement costs are the full responsibility of the Developer unless otherwise noted, or unless otherwise funded with a public improvement district revenue, tax increment reinvestments zone revenue, or a Chapter 380 grant, pursuant to a separate agreement. The following improvement costs have been developed using the Developer's plans and specifications as approved by City of Bastrop dated February 06, 2024

2.10 Water Improvements

The distribution of costs between the City and the Developer for all domestic and fire water facilities are as follows:

	Full Project Cost	Developer Amount	City Participation
Water Facilities	\$25,608.00	\$25,608.00	\$0.00
Total Construction Cost	\$25,608.00	\$25,608.00	\$0.00

2.10 Sanitary Sewer Improvements

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

The distribution of costs between the City and the Developer for all sanitary sewer are as follows:

	Full Project Cost	Developer Amount	City Participation
Sanitary Sewer Facilities	\$16,812.00	\$16,812.00	\$0.00
Total Construction Cost	\$16,812.00	\$16,812.00	\$0.00

2.20 Drainage Improvements

The distribution of costs between the City and the Developer for drainage improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Storm Drainage Facilities	\$21,124.00	\$21,124.00	\$0.00

2.30 Street Improvements

The distribution of costs between the City and the Developer for all street improvements are as follows:

	Full Project Cost	Developer Amount	City Participation
Streets & Sidewalks	\$35,496.00	\$35,496.00	\$0.00
Erosion Control Items	\$0.00	\$0.00	\$0.00
Total Construction Cost	\$35,496.00	\$35,496.00	\$0.00

2.40 Summary of Infrastructure (Development) Costs Amounts

	Final Assurance Amount
Water Facilities	\$25,608.00

EXHIBIT A

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Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

Sewer Facilities	\$16,812.00
Storm Drainage Facilities	\$21,124.00
Streets, Sidewalks & Erosion Control Improvements	\$35,496.00
<hr/>	
Total Infrastructure Development Cost Amounts	\$99,040.00

INSPECTION FEES TO BE PAID PRIOR TO PRE-CONSTRUCTION MEETING:

Public Infrastructure Quantities

	Rate	Construction Quantities	Inspection Fee
First 100 acres	\$1,500/ac	14.95	\$22,425.00
Next 150 acres	\$750/ac	0.00	\$0.00
All additional acres over 250 acres	\$325/ac	0.00	\$0.00
Erosion & Sedimentation Controls	\$1.00/ linear ft.	0.00	\$0.00
Public Infrastructure (i.e. streets, drainage, water, wastewater, etc.)	\$4.00/ linear ft.	24,760	\$99,040.00
Payment to the City			\$121,465.00

The Public Improvement Inspection fee amount is \$121,465.00

RECOMMENDED:

EXHIBIT A

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

Item 9U.



City Engineer

03 05 2025

Date

Public Improvement Plan Agreement – *WBV Ph 1, Section 3 & 4*

3.00 Miscellaneous Improvements

3.10 Drainage Operation and Maintenance Plan

The Developer will provide the City with a Drainage Operation and Maintenance Plan (plan) in accordance with the Stormwater Drainage Manual. The West Bastrop Village Municipal Utility District of Bastrop County shall be the responsible party for any drainage system, stormwater system, or other improvement which will not be dedicated to the City as part of this agreement. Proof of payment to the surety and that all other obligations of the Developer or contractor have been met in order for the bonds to be binding upon the surety.

3.10 Sidewalks

The Developer shall be responsible for installing sidewalks along rights-of-way on open space lots as shown on the City approved Public Improvement Plans. The Builder or Developer of a residential or commercial lot shall be responsible for installing sidewalks on each residential or commercial lot at the time of residential construction or commercial construction. All sidewalks shall conform to the City of Bastrop Standard Construction Details.

3.20 Screening Wall, Landscaping, and Irrigation

The Developer shall be responsible for installing screening walls, retaining walls, landscaping, and irrigation in accordance with the approved Public Improvement Plans approved on February 06, 2024.

3.30 Street Lights [(Bluebonnet Electric Cooperation

The Developer is responsible for the initial installation of all street lights.

The West Bastrop Village MUD will be responsible or obligated to maintain and/or

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

replace any standard or non-standard street light poles.

3.40 Street Name and Regulatory Signs [(City of Bastrop OR Bastrop County)]

Street name and regulatory signs shall be installed by the Developer at the Developer's expense at locations specified by the City approved plans dated February 06, 2024 The signs shall conform to The State of Texas Manual on Uniform Traffic Control Devices and [City of Bastrop requirements, including but not limited to, exact placement, sign height and block numbers. The City and County shall not be responsible or obligated to maintain and/or replace any non-standard sign poles, street name signs, or regulatory signs. Installation shall be completed prior to the acceptance of the subdivision.

RECOMMENDED:

<u>John Eddleton</u> <small>John Eddleton (Mar 5, 2025 16:25 CST)</small>	05/03/25
Public Works Director	Date

3.50 Land Dedication

N/A – Section 3.50 is not applicable to the West Bastrop Village Planned Development Agreement Regulations, Controlling Land Use Plan, and Master Plan from August 22, 2006 (PDA).

3.60 Impact Fees

Water Impact Fees and Wastewater Impact Fees are assessed as set forth by the Wholesale Water Agreement dated November 26, 2019, and the Wholesale Wastewater Agreement dated November 26, 2019.

Impact Fees to be paid are as follows:

Public Improvement Plan Agreement – *WBV Ph 1, Section 3 & 4*

	Number Lots	Fee per Lot	Final Assessment Amount
Water Impact Fee		-	-
Wastewater Impact Fee		-	-
Total Impact Fees			-

4.00 Miscellaneous Provisions

4.10 Bonds

The Developer will provide the City with proof of payment to the surety and that all other obligations of the Developer or contractor have been met in order for the bonds to be binding upon the surety.

4.20 Public Liability

The Developer shall further require the contractor(s) to secure Public Liability Insurance. The amount of Insurance required shall include Public Liability, Bodily Injury and Property Damage of not less than \$100,000 one person, \$300,000 one accident and \$100,000 property damage. The minimum requirements for automobile and truck public liability, bodily injury and property damage shall also include not less than \$100,000 one person, \$300,000 one accident, and \$100,000 property damage.

The Contractor shall provide Worker's Compensation Insurance in accordance with the most recent Texas Workers' Compensation Commission's rules.

4.30 General Release and Hold Harmless Provisions

The Developer shall waive all claims, fully release, and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from any and all liability, claims, suits, demands or

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

causes of action, including all expenses of litigation and/or settlement which may arise by injury to property or person arising out of or in connection with the Agreement, or on or about the property. Also, Developer agrees to release and hold harmless the City and all of its officials, officers, agents, consultants, employees and invitees in both their public and private capacities, from and against any and all claims, losses, damages, causes of action, suit and liability of every kind, including all expenses of litigation, court costs and attorney fees for injury to or death of any person or for any damage to any property arising out of or in connection with this Agreement or any and all activity or use pursuant to the Agreement, or on or about the property. The City shall be responsible only for the City's breach of this Agreement or separate agreement pertaining to the Property governed by this Agreement. Nothing contained in this Agreement shall waive the City's defenses or immunities under Section 101.001 et seq. of the Texas Civil Practice and Remedies Code or other applicable statutory or common law.

4.31 Release and Hold Harmless Against Design Defects

Approval of the City Engineer or other City employee, official, consultant, or officer of any plans, designs or specifications submitted by the Developer under this Agreement shall not constitute or be deemed to be approval of the accuracy and competency of any suppliers designs and specifications. Such approval shall not be deemed to be an assumption of any responsibility or liability by the City for any defect in the design and specifications prepared by the consulting engineer, his officers, agents, servants, or employees, it being the intent of the parties that approval by the City Engineer or other City employee, official, consultant, or officer signifies the City's

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

approval of only the general design concept of the improvements to be constructed. In this connection, the Developer shall release and hold harmless the City, its officials, officers, agents, servants and employees, from any loss, damage, liability or expense on account of damage to property and injuries, including death, to any and all persons which may arise out of any defect, deficiency or negligence of the engineer's designs and specifications incorporated into any improvements constructed in accordance therewith. Notwithstanding anything to the contrary in this section, the Developer shall not release or hold harmless the City in the event the claims, suits, losses, damages, causes of action or liability arise in whole or in part as a result of the City's breach of this agreement or a separate agreement pertaining to the property governed by this agreement.

4.32 Approval of Plans

The Developer and City agree that the approval of plans and specifications by the City shall not be construed as representing or implying that improvements built in accordance therewith shall be free of defects. Any such approvals shall in no event be construed as representing or guaranteeing that any improvement built in accordance therewith will be designed or built in a good and workmanlike manner.

Neither the City, nor its elected officials, officers, employees, contractors and/or agents shall be responsible or liable in damages or otherwise to anyone submitting plans and specifications for approval by the City for any defects in any plans or specifications submitted, revised, or approved, in the loss or damages to any person arising out of approval or disapproval or failure to approve or disapprove any plans or specifications, for any loss or damage arising from the non-compliance of such plans or specifications with any governmental ordinance or regulation, nor any

Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

defects in construction undertaken pursuant to such plans and specifications.

4.33 Venue

Venue of any action brought hereunder shall be in the City of Bastrop, Bastrop County, Texas.

4.40 Dedication of Infrastructure Improvements

Upon final acceptance of **West Bastrop Village – Phase 1, Section 3 & 4** the public streets, sidewalks, water and wastewater systems shall become the property of the West Bastrop Village Municipal Utility District of Bastrop County.

4.60 Assignment

This agreement, any part hereof, or any interest herein shall not be assigned by the Developer without written consent of the City Manager, said consent shall not be unreasonably withheld, and it is further agreed that such written consent will not be granted for the assignment, transfer, pledge and/or conveyance of any refunds due or to become due to the Developer except that such assignment, transfer, pledge and/or conveyance shall be for the full amount of the total of all such refunds due or to become due hereunder nor shall assignment release assignor or assignee from any and all Development assurances and responsibilities set forth herein.

4.70 Conflicts (remove if not applicable)

In the event of a conflict between this agreement and that certain Consent/Planned Development Agreement and the Wholesale Water and Wholesale Wastewater Agreements between the **City of Bastrop and West Bastrop Village, LTD** effective **Date August 11, 2006** (the "Consent/Planned Development Agreement"), the Consent/Planned Development Agreement shall control. Nothing in this agreement

EXHIBIT A
Public Improvement Plan Agreement – WBV Ph 1, Section 3 & 4

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shall be construed as amending the Consent/Planned Development Agreement.

IN TESTIMONY WHEREOF, the City of Bastrop has caused this instrument to be executed in duplicate in its name and on its behalf by its City Manager, attested by its City Secretary, with the corporate seal of the City affixed, and said Developer has executed this instrument in duplicate, at the City of Bastrop, Texas this the ___ day of _____, 2025.

**West Bastrop Village Phase 1,
Section 3 & 4**


City of Bastrop, Texas

WEST BASTROP VILLAGE, LTD.
a Texas limited partnership

By: WBV GP, LLC
a Texas limited liability company, general partner

Sylvia Carrillo, ICMA-CM, CPM

City Manager

By: 

Myra J. Goepf, Manager

ATTEST:

City Secretary

Date

Distribution of Originals:

Developer
City Secretary
Planning and Development Department

EXHIBIT A

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WBV Phase 1 Section 3 & 4 PIPA

Final Audit Report

2025-03-05

Created:	2025-03-05
By:	Nicole Peterson (npeterson@cityofbastrop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3N7PhITT3wceXNag8b-iaCGq1vmV2mms

"WBV Phase 1 Section 3 & 4 PIPA" History

-  Document created by Nicole Peterson (npeterson@cityofbastrop.org)
2025-03-05 - 9:57:57 PM GMT
-  Document emailed to John Eddleton (jeddleton@cityofbastrop.org) for signature
2025-03-05 - 9:58:09 PM GMT
-  Email viewed by John Eddleton (jeddleton@cityofbastrop.org)
2025-03-05 - 9:58:17 PM GMT
-  Document e-signed by John Eddleton (jeddleton@cityofbastrop.org)
Signature Date: 2025-03-05 - 10:25:15 PM GMT - Time Source: server
-  Agreement completed.
2025-03-05 - 10:25:15 PM GMT



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on the second reading of Ordinance No. 2025-29, authorizing the appointment of Jay Caballero as Associate Municipal Judge of the City of Bastrop Municipal Court; to complete an unexpired term ending on June 19, 2025; and reappointing said Judge for an additional 2-year term effective June 20, 2025.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The City of Bastrop has a Municipal Court of Record governed by Texas Government Code Chapter 30 and the City's local Charter Section 5.02. Chapter 7 of the City Code of Ordinances references the term, required qualifications and process for appointment of the Municipal Judge and Associate Municipal Judge.

The Associate Municipal Judge position is a backup to the Presiding Judge, which assists in the alleviation of the workload of the Municipal Judge, Judge McClimon. The Municipal Court issued a Request for Qualifications (RFQ) for the position of Associate Municipal Judge. Jay Caballero submitted a response to the RFQ that was issued. Mr. Caballero's qualifications meet the requirements of Associate Judge. Judge McClimon and the Court Administrator have reviewed and recommended him for the position.

The appointment will be a 2-year term as per Section 30.00006 of the Texas Government Code. If approved, the Council will authorize the City Manager to execute a contract for Associate Municipal Judge services between the City of Bastrop and Jay Caballero, as well as all other necessary documents related to this contract (Exhibit A). The agreement terms will be to complete the unexpired term ending June 19, 2025, and reappointing said Associate Judge to an additional 2-year term, effective June 20, 2025

FISCAL IMPACT:

This position is already budgeted in the Fiscal Year 2025 budget. There will be no additional impact to the FY 2025 budget.

RECOMMENDATION:

To appoint Jay Caballero, to fill the Associate Municipal Judge unexpired term ending on June 19, 2025 and reappointing said Associate Judge to an additional 2-year term, effective June 20, 2025.

ATTACHMENTS:

1. Ordinance No. 2025-29
2. Exhibit A - Employment Agreement -Jay Caballero
3. Resume – Jay Caballero

ORDINANCE NO. 2025-29

APPOINTMENT OF ASSOCIATE MUNICIPAL JUDGE

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AUTHORIZING THE APPOINTMENT OF JAY CABALLERO AS ASSOCIATE MUNICIPAL JUDGE OF THE CITY OF BASTROP MUNICIPAL COURT; TO COMPLETE AN UNEXPIRED TERM ENDING ON JUNE 19, 2025; AND REAPPOINTING SAID JUDGE FOR AN ADDITIONAL 2-YEAR TERM EFFECTIVE JUNE 20, 2025; AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, Section §5.02 of the City of Bastrop Home Rule Charter states that the Judge of the Municipal Court “shall be nominated by the Mayor and appointed by the Council”; and

WHEREAS, Chapter 7 of the Bastrop City Code of Ordinances references a 2-year term, required qualifications and process for appointment of Municipal Judge and Associate Municipal Judge; and

WHEREAS, Section 7.01.003 of the Bastrop City Code of Ordinances states if a vacancy occurs in the office of municipal judge, the City Council shall adopt an ordinance appointing a qualified person to fill the office for the remainder of the unexpired term; and

WHEREAS, in accordance with Section 7.01.003 of the Bastrop City Code, the City Council has determined that it is in the best interest of the City of Bastrop and to ensure orderly operation of the City of Bastrop Municipal Court to appoint Jay Caballero, to fill the Associate Municipal Judge unexpired term ending on June 19, 2025 and reappointing said Associate Judge to an additional 2-year term, effective June 20, 2025; and

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

- Section 2.** The City Council hereby appoints, under the authority of §5.02 of the City of Bastrop Home Rule Charter and Chapter 7 of the Bastrop Code of Ordinances, Jay Caballero, as Associate Municipal Judge, to complete the unexpired term ending June 19, 2025, and reappointing said Associate Judge to an additional 2-year term, effective June 20, 2025; and

- Section 3.** The City Council of Bastrop authorizes the City Manager to execute a contract for Associate Municipal Judge services between the City of Bastrop and Jay Caballero, as well as all other necessary documents related to this contract (attached and incorporated herein as Exhibit A); and

- Section 4.** Passage. Pursuant to Section 3.12 of the City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of five or more members of the City Council during the first reading and the Ordinance was passed by the affirmative vote of four or more members of the City Council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon a second reading.

- Section 5.** Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

- Section 6.** Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

- Section 7.** Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading by the City Council of the City of Bastrop, on this, the 4th day of March 2025.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 11th day of March 2025.

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney

STATE OF TEXAS §
COUNTY OF BASTROP §

**AGREEMENT BETWEEN THE CITY OF BASTROP
AND
JAY CABALLERO**

This agreement is effective the 11th day of March 2025, between the City of Bastrop, acting through its duly elected City Council of the City of Bastrop and Jay Caballero as follows.

WITNESSETH:

WHEREAS, pursuant to the authority granted to the City Council through **The City Charter** and the laws of the State of Texas, the City Council of the City of Bastrop has appointed Jay Caballero, as Associate Municipal Court Judge (Associate Judge); and

WHEREAS, the parties desire to enter into a written agreement setting forth all terms, conditions, and obligations of the parties;

NOW, THEREFORE, in consideration of the mutual covenants and promises, the parties agree as follows:

1. TERM

- 1.1 The term of this Agreement shall be for two months, ending June 19, 2025, to complete the portion of such unexpired term as remains at the time of this appointment, and thereafter, an initial two-year term, effective June 20, 2025, unless sooner terminated as provided by the terms of this Agreement.

2. SCOPE OF AGREEMENT

- 2.1 The purpose of this Agreement is to engage Jay Caballero, for the express purpose of serving the City of Bastrop, Texas, as the City's Associate Municipal Court Judge.
- 2.2 Associate Judge Caballero shall perform all duties of the Associate Municipal Court Judge of the City of Bastrop, Texas, as set forth in the current or revised **Charter of the City of Bastrop** as required by **The Code of the City of Bastrop, as amended**, by applicable State law, as it now exists or may be amended in the future, and the **Texas Code of Judicial Conduct**.
- 2.3 These duties include but are not limited to:
 - Preside over Municipal Court for all criminal Class C Misdemeanors, criminal jury and nonjury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court.

- Preside over civil truant conduct hearings/trials.
 - Maintain a central docket of all cases filed in the City of Bastrop.
 - Establish and maintain Court Security panel.
 - Review and/or deny requests for continuances.
 - Determine innocence or culpability (when hearing cases without a jury) and levy fines commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
 - Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
 - Be available on a 24/7 basis to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, etc.
 - Support court activities with Municipal Court Clerk and City Prosecutor and other city departments.
 - Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
 - Conduct hearings (including property, emergency protective order, code enforcement, dangerous dog, etc.).
 - Daily jail magistrations – rights warnings, set bonds
 - Juvenile hearings.
 - Indigent hearings.
 - Approve/Deny Personal Recognizance (PR) Bond requests.
 - Issue warrants (search, arrest, mental health), summons, magistrate warnings, etc.
- 2.4 The City of Bastrop's regular Municipal Court shall be held at Bastrop Municipal Court located at 104 Grady Tuck Lane, Bastrop, Texas 78602. However, the City of Bastrop reserves the right to designate days of the week, hours, and alternate locations where the Municipal Court may be held in the event that facility should not be available.
- 2.5 The City Council shall have the power to create and establish additional Municipal Courts, with the same or separate jurisdictions, and to appoint an additional Magistrate for each Court so established.
- 2.6 Associate Judge Caballero agrees to provide prompt, courteous, efficient, and professional services in the performance of his duties.
- 2.7 Associate Judge Caballero shall deal with the administrative services of Municipal Court solely through the Presiding Judge, Municipal Court Clerk or the City Manager.
- 2.8 Associate Judge Caballero shall meet with the Presiding Judge, City Attorney, City Manager, Director of Development Services, City Prosecutor, and the Chief of Police, or such officials' respective designees, on request, to discuss procedures within the Municipal Court.

3. SALARY AND BENEFITS

- 3.1 Associate Judge Caballero shall be deemed an independent contractor of the City.
- 3.2 The City agrees to pay Associate Judge Caballero the following flat rates: one hundred and fifty dollars (\$150) per event (i.e., jail magistrate trips), four hundred dollars (\$400) for each half day Associate Judge Caballero conducts court, and fifty dollars (\$50) per overnight warrant Associate Judge Caballero processes on behalf of the City. The City agrees to pay Associate Judge Caballero within 15 business days of receiving an invoice for services received.
- 3.3 Associate Judge Caballero shall pay all applicable local, state, federal taxes, including income tax, withholding tax, social security tax, and pension contributions, if any.
- 3.4. The City agrees to pay Associate Caballero a daily rate of \$400 and his travel and expenses to attend the Texas Municipal Courts Education Center ("TMCEC") judges training, up to a maximum of three (3) days annually. Associate Judge Caballero is required to attend the TMCEC judges training each year during the term of this contract.

4. TERMINATION

- 4.1 Associate Judge Caballero may terminate this Agreement at any time, with or without notice.
- 4.2 The City may terminate Associate Judge Caballero at any time without cause, and without notice, as allowed by law.
- 4.3 Associate Judge Caballero shall waive all claims for compensation if not claimed within thirty (30) days from the date of the termination of this Agreement.

5. GENERAL PROVISIONS

- 5.1 If any provision of this Agreement shall, for any reason, be held to violate of any applicable law, the invalidity of such a specific provision of this Agreement shall not be deemed to invalidate any other provisions of this Agreement, which shall remain in full force and effect unless removal of the invalid provisions destroy the legitimate purposes of this Agreement, in which event the parties shall deem this Agreement canceled.
- 5.2 The paragraph headings used in this Agreement are descriptive only and shall have no legal force or effect.

- 5.3 This Agreement represents the entire agreement by and between the parties, except as otherwise provided in this Agreement, and it may not be changed except by written amendment duly executed by all parties.
- 5.4 This Agreement shall be subject to and governed by the laws of the State of Texas. Any and all obligations or payments are due and payable in the City of Bastrop, Bastrop County, Texas.

IN WITNESS WHEREOF, the City Council of the City of Bastrop, by and through the Mayor, has caused this Agreement to be executed and that upon execution thereof, it shall be deemed the act and deed of the City of Bastrop.

CITY OF BASTROP, TEXAS

BY: _____
Sylvia Carrillo, City Manager

BY: _____
Jay Caballero, Associate Municipal Court Judge

ATTEST: _____
Victoria Psencik, City Secretary

P.O. BOX 1626 • ROUND ROCK, TX 78680-1626
PHONE (512) 305-3892 • JGCABALLERO@HOTMAIL.COM

JAY G. CABALLERO

4 October 2024

City Council
City of Bastrop
1311 Chestnut Street
Bastrop, Texas 78602

Re: Municipal Court Associate Judge

Honorable Council Members:

Please accept this letter, the cover letter, and the accompanying résumé as my application for the position of Municipal Court Associate Judge. In addition to my experience as a municipal court judge, I have over 20 years of experience as a criminal defense trial attorney. I believe that my experience has well prepared me to be the associate judge for the City of Bastrop.

As the presiding judge in Lago Vista, I have presided over jury trials and bench trials, held docket calls, magistrated prisoners and juveniles, reviewed probable cause affidavits, and issued both arrest and search warrants. I have brought court procedures and standing orders into compliance with existing law and streamlined docket procedures so that the court operates more efficiently. In March/April 2021, I presided over the transition of the Lago Vista Municipal Court from a non-record court to a court of record. Additionally, we have almost completely transitioned to being a paperless court. As the associate judge in Manor and West Lake Hills, I sit on the bench when the presiding judge is unavailable. I have conducted docket calls, bench trials, jury trials, and show cause hearings in these capacities. Also, in Manor, I am on call to handle police requests for blood warrants in DWI arrests. Finally, I was just recertified in TLETS in June 2024.

During my time practicing as a criminal defense attorney, I was the lead attorney in jury trials for serious felony cases such as Murder, Aggravated Robbery, and Aggravated Assault with a Deadly Weapon on a Family Member, as well as numerous "less serious" felonies and misdemeanor cases such as Possession of a Controlled Substance, Assault Family Violence, and Driving While Intoxicated. Moreover, I conducted many pretrial hearings on issues such as the admissibility of evidence (in which the issue of probable cause for arrest was central), the admissibility of confessions, the admissibility of hearsay outcry statements in child abuse cases, motions to quash the indictment, and motions to set reasonable bail, reduce bail, or release the defendant on

personal recognizance. Each of these cases and individual issues required that I be knowledgeable in all aspects of criminal investigation, criminal procedure, the rules of evidence, and trial/court procedure as well as all federal and Texas constitutional provisions regarding each.

Accordingly, I believe that I am well qualified to serve the citizens of Bastrop as the municipal court associate judge and it would be my privilege to do so.

Thank you again for your time and consideration in this matter. Please feel free to contact me if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay Caballero', with a stylized, flowing script.

Jay Caballero
SBN: 24006941

JC:jc
Encl.

P.O. BOX 1626 • ROUND ROCK, TX 78680-1626
PHONE (512) 305-3892 • JGCABALLERO@HOTMAIL.COM

JAY G. CABALLERO

PROFESSIONAL EXPERIENCE

2023-Pres. City of Manor, Texas

Associate Municipal Judge

2022-Pres. City of West Lake Hills, Texas

Associate Municipal Judge

2019-Pres. City of Lago Vista, Texas

Presiding Municipal Judge

2019-Pres. Smith & Vinson, P.L.L.C—Austin, Texas

Of Counsel—Criminal Defense Practice

2007–2015 Law Office of Jay Caballero—Ft. Worth, Texas

Sole Proprietor—Criminal Defense Practice

2001–2007 Law Office of Jay Caballero—Austin, Texas

Sole Proprietor—Criminal Defense Practice

EDUCATION

2015–Pres. The University of Texas Graduate School

Doctor of Philosophy (Hebrew Bible and the Ancient Near East)

Anticipated Graduation—Aug 2025

2015 Dallas Theological Seminary

Master of Sacred Theology

2012 Civil/Family Mediator Qualified

2011 Southwestern Baptist Theological Seminary

Master of Arts in Theology

1998 The University of Texas School of Law

Doctor of Jurisprudence

1994 The University of Texas at Arlington
Bachelor of Arts (English)

CURRENT PROFESSIONAL MEMBERSHIPS

Williamson County Bar Association (2001–2007, 2019–Pres)

Society of Biblical Literature (2015–Pres.)

REFERENCES

Judge Elizabeth Beach, Criminal District Court No. 1, Tim
Curry Justice Center, 5TH floor, 401 W. Belknap, Ft. Worth,
Texas 76196, (817) 884-1351

Mr. Brad Vinson, Smith & Vinson, P.L.L.C., 1411 West Ave.,
Suite 124, Austin, Tx 78701, (615) 347-3205

Ms. Robin Smith, Court Clerk, Jonestown Municipal Court,
18649 F.M. 1431 Ste. 4A, Jonestown, TX 78645
(512) 267-3243

CURRENT COURTS

Lago Vista Municipal Court of Record #1
5803 Thunderbird St., Lago Vista, Tx 78645
(512) 267-9419
Stephanie Alff, Court Administrator:
stephanie.alf@lagovistatexas.gov

West Lake Hills Municipal Court of Record #1
911 Westlake Drive, West Lake Hills, TX 78746
(512) 327-1862
Robert Martinez, Jr., Court Administrator:
rmartinez@westlakehills.gov

Manor Municipal Court
105 E Eggleston St, Manor, TX 78653
(512) 272-5555
Sofi Duran, Court Administrator:
sduran@manortx.gov



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Resolution No. 2025-56, approving the Bastrop Public Library Public Information Policy.

AGENDA ITEM SUBMITTED BY:

Submitted by: Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Bastrop Public Library's Bulletin Board and Flyer Policy (2016), Display and Flyer Policy (2016), and Social Media Policy (2018) have not been reviewed since their creation. After review, it was found that these policies repeated similar information about how the library shares content with the public. As a result, they were streamlined into a single Public Information Policy. This new policy combines the previous ones to provide a unified approach for sharing both internal and external information, while better addressing the needs of the Bastrop community. A mapping document outlining the policy's structure is attached.

The Public Information Policy has been revised to eliminate repetition, remove procedural details, and improve readability. A review period has also been established to ensure the policy is regularly updated.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Bonnie Pierson, Library Director recommends approval of Resolution No. 2025-56 for the Bastrop Public Library Public Information Policy.

ATTACHMENTS:

- Resolution No. 2025-56
- Bastrop Public Library Public Information Policy
- Bastrop Public Library Public Information Mapping Document
- Bastrop Public Library Bulletin Board and Flyer Policy (2016)
- Bastrop Public Library Display and Flyer Policy (2016)
- Bastrop Public Library Social Media Policy (2018)

RESOLUTION NO. R-2025-56

APPROVING THE BASTROP LIBRARY PUBLIC INFORMATION POLICY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE BASTROP PUBLIC LIBRARY PUBLIC INFORMATION POLICY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; PROVIDING A REVIEW PERIOD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Bastrop Public Library desires to adopt a Public Information Policy (“Policy”) in order to provide guidance and clarification about the promotions and sharing of information the library provides to the public.

WHEREAS, The City Council of the City of Bastrop has reviewed the proposed Policy attached hereto as **Exhibit A**; and

WHEREAS, The City Council finds that adoption of the Policy is within the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Section 2. The Bastrop City Council hereby approves and authorizes the Public Information Policy, a copy of the same being attached hereto as **Exhibit A** and incorporated herein for all purposes.

Section 3. Severability: Should any portion or part of this Resolution be held invalid for any reason or unenforceable by a court of competent jurisdiction, the same shall not be construed to affect any other valid portion hereof, but all valid portions hereof shall remain in full force and effect.

Section 4. Effective Date: This Resolution shall be in full force and effect from and after its passage.

Section 5. Proper Notice & Meeting: The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Texas Open Meetings Act,

Chapter 551, Texas Government Code, as amended.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, Texas, on this, the 11th day of March 2025.

THE CITY OF BASTROP, TEXAS:

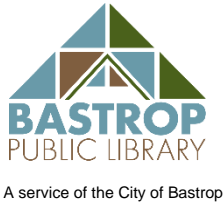
John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney
Denton Navarro Rocha Bernal & Zech, P.C.



Public Information Policy

Promote library programs, events, services, and collections; support community groups, events, and publicly relevant documentation by being an information hub

Purpose of the Public Information Policy

The library's Public Information Policy is intended for use by the library staff, library advisory board, governing officials, and community members to provide guidance and clarification about the promotions and sharing of information the library provides via public viewing documents, digital content, and bulletin boards.

Public Information Goals

- Promote library programs, events, services, and collections
- Foster online community information sharing
- Provide physical and digital spaces for information
- Set expectations and standards for submitting publicity items and public viewing documents

Principles and Objectives

- All library users will be treated with respect, and all content posted to sites maintained by the library is subject to Bastrop Public Library's User Responsibility and Conduct Policy.
- All users are entitled to confidentiality pursuant to Government Code Section 552.124, unless otherwise excepted.
- The library will maintain high standards for its digital content and interactions by providing positive, truthful, quality information over a limited number of platforms.
- Community content is inclusive of non-profit, government, informational, cultural, non-partisan, educational, and civic announcements.

Contact Us

- In person at the check-out or information desks
- Via telephone at 512-332-8880
- Via email at info@bastroplibrary.org
- Online at www.bastroplibrary.org
- Via mailing address:
Bastrop Public Library
P.O. Box 670
Bastrop, Texas, 78602.

At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.

Public Viewing Documents

Bastrop Public Library receives public viewing documents from third-party companies. These documents are most often applications for permits or renewals that must be available to citizens for public comment.

Public viewing documents are received at the public service desks and via the mail. Contact information and other data must be shared with library staff via the Public Viewing Document Form found in the appendix. It is up to the document owner to convey updated information pertaining to the document to ensure its continued availability.

Bastrop Public Library makes public viewing documents available in the main area of the library for the specified time. Documents not picked up within 30 days after the designated viewing period will be disposed of appropriately.

Public viewing documents may be digitized and made available online for ease of access at staff's discretion based on public demand.

Bulletin Boards

Bastrop Public Library provides bulletin boards as a community service to promote local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofits, education opportunities, or other services that are of a nonprofit, non-self-supporting nature.

The library's bulletin boards are designed and intended to directly aid and supplement the primary activities of the library and City of Bastrop. All library and/or City activities take precedence over non-library activities, publications, or displays.

Informational flyers that are on standard 8.5 x 11" paper or smaller should be submitted at the Circulation desk. Flyers may be resized to fit the available space. Notices posted without authorization will be removed.

Items will be removed from the bulletin board after the event date posted on the flyer, after 60 days of the flyer being posted, or at the library's discretion.

Informational notices of a personal or commercial nature will not be posted. This includes but is not limited to personal or babysitting ads, lost pet and garage sale notices, campaign literature, service or commercial business advertisements, and personal fundraisers.

Granting permission to display materials does not imply the library's endorsement of content, the sponsoring organization, or its views. The library does not take responsibility for the accuracy of statements made in community-posted materials. The library accepts no responsibility for loss or damage to any item accepted for posting. The library reserves the right to refuse to post flyers that do not meet the above criteria.

Digital Content

Bastrop Public Library provides a website, various social media, and other web-based content to promote library endeavors, share community content, and curate a digital third space for library users.

The library's digital content is designed and intended to directly aid and supplement the primary activities of the library and City of Bastrop. Other community events, such as local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofits, education opportunities, or other services that are of a non-profit, non-self-supporting nature may be promoted in the library's digital spaces at the library's discretion.

The library director may appoint any library employee(s) to have access to and/or to create digital content platforms in order to post, monitor interactions, delete inappropriate posts, and to curate interest and interactions. In addition, the City of Bastrop Public Information Officer will have administrative access to all digital content platforms for archiving and public record purposes.

Comments, posts, and messages from the public are welcomed and encouraged. However, the library's digital content sites are not intended to be public forums for the general exchange of ideas and viewpoints, but a limited forum for discussion of library-related information. All interactions must adhere to the Bastrop Public Library's User Responsibility and Conduct Policy. Bastrop Public Library reserves the right to delete or hide messages and comments that do not adhere to the library policy and/or that are spam. Copies of deleted posts are retained and made available in accordance with City records retention schedules and the Texas Public Information Act.

Bastrop Public Library reserves the right to reproduce comments and posts tagging the library in other public venues. Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained. By posting on the library's digital content sites, users give the library permission to use their name, profile picture, and the content of any posting without compensation to the user or liability on the part of the library.

Exceptions and Accommodations

Exceptions/Accommodations to the Public Information Policy will be at the discretion of the library director or a library supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.

Reevaluation of Public Information Policy

The Bastrop Public Library Public Information Policy is reviewed every three years so that it adequately reflects changes in the library's goals and the community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the director's consideration as part of the amendment process for the policy.

Appendix

- Public Viewing Document form

Legal Review: 02/18/2025

Library Board Approval: 01/06/2025

City Council Approval:

DRAFT



Public Viewing Document

Title: _____ Permit Number: _____

Contact Information:

Name: _____

Phone Number: _____

Email Address: _____

Company: _____

Retention Information:

Public Viewing Period: _____ Removal Date: _____

Removal Method:

Shred

Pick-up

Other

Notes:

Please note: Documents will be removed after the public viewing period has passed if no update to the public viewing period is provided to the library before this time. Documents failed to be picked up within one month after the public viewing period has ended will be removed.

For Staff Use Only

Received Date: _____ Initials: _____

Posted Date: _____ Initials: _____

Removal Date: _____ Initials: _____



Public Information Policy – Mapping Document

Promote library programs, events, services, and collections; support community groups, events, and publicly relevant documentation by being an information hub

Purpose of the Public Information Policy

The library's Public Information Policy is intended for use by the library staff, library advisory board, governing officials, and community members to provide guidance and clarification about the promotions and sharing of information the library provides via public viewing documents, digital content, and bulletin boards.

Public Information Goals

- *Promote library programs, events, services, and collections* (Bastrop Public Library Social Media Policy, 2018 [SMP2018], page 1, note 4)
- *Foster online community information sharing* (SMP2018, page 1, note 5).
- Provide physical and digital spaces for information
- Set expectations and standards for submitting publicity items and public viewing documents

Principles and Objectives

- *All library users will be treated with respect, and all content posted to sites maintained by the library is subject to Bastrop Public Library's User Responsibility and Conduct Policy* (SMP2018, page 2, notes 8-9).
- All users are entitled to confidentiality pursuant to Government Code Section 552.124, unless otherwise excepted.
- *The library will maintain high standards for its digital content and interactions by providing positive, truthful, quality information over a limited number of platforms* (SMP2018, page 1, note 2).
- *Community content is inclusive of non-profit, government, informational, cultural, non-partisan, educational, and civic announcements* (Bastrop Public Library Bulletin Board and Flyer Policy, 2016 [BBFP2016], page 1, note 1).

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- Via mailing address:
Bastrop Public Library
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Bastrop, Texas, 78602.

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Public Viewing Documents

Bastrop Public Library receives public viewing documents from third-party companies. These documents are most often applications for permits or renewals that must be available to citizens for public comment.

Public viewing documents are received at the public service desks and via the mail. Contact information and other data must be shared with library staff via the Public Viewing Document Form found in the appendix. It is up to the document owner to convey updated information pertaining to the document to ensure its continued availability.

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Public viewing documents may be digitized and made available online for ease of access at staff's discretion based on public demand.

Bulletin Boards

Bastrop Public Library provides bulletin boards as a community service to promote *local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofits, education opportunities, or other services that are of a nonprofit, non-self-supporting nature* (BBFP2016, page 1, note 1).

The library's bulletin boards are designed and intended to directly aid and supplement the primary activities of the library and City of Bastrop (BBFP2016, page 1, notes 2-3; Bastrop Public Library Display and Flyer Policy, 2016 [DFP2016], page 1, note 1). *All library and/or City activities take precedence over non-library activities, publications, or displays* (BBFP2016, page 1, notes 2-3; DFP2016, page 1, note 1).

Informational flyers that are on standard 8.5 x 11" paper or smaller should be submitted at the Circulation desk. *Flyers may be resized to fit the available space* (BBFP2016, page 1, note 9). *Notices posted without authorization will be removed* (BBFP2016, page 1, note 8; DFP2016, page 1, note 4).

Items will be removed from the bulletin board after the event date posted on the flyer, after 60 days of the flyer being posted, or at the library's discretion (BBFP2016, page 1, note 7; DFP, page 1, note 3).

Informational notices of a personal or commercial nature will not be posted (BBFP2016, page 1, notes 4-6; DFP2016, page 2, note 8). *This includes but is not limited to personal or babysitting ads, lost pet and garage sale notices, campaign literature, service or commercial business advertisements, and personal fundraisers* (BBFP2016, page 1, notes 4-6; DFP22016, page 2, note 8).

Granting permission to display materials does not imply the library's endorsement of content, the sponsoring organization, or its views (BBFP2016, pages 1-2, notes 10-11; DFP2016, page 1, note 5). *The library does not take responsibility for the accuracy of statements made in community-posted materials* (BBFP2016, pages 1-2, notes 10-11; DFP2016, page 1, note 5). *The library accepts no responsibility for loss or damage to any item accepted for posting* (DFP2016, page 1, note 6). The library reserves the right to refuse to post flyers that do not meet the above criteria.

Digital Content

Bastrop Public Library provides a website, various social media, and other web-based content *to promote library endeavors, share community content, and curate a digital third space for library users* (SMP2018, page 1, notes 1 and 3).

The library's digital content is designed and intended to directly aid and supplement the primary activities of the library and City of Bastrop (DFP2016, page 1, note 2). *Other community events, such as local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofits, education opportunities, or other services that are of a non-profit, non-self-supporting nature may be promoted in the library's digital spaces at the library's discretion* (DFP2016, page 1, note 7).

The library director may appoint any library employee(s) to have access to and/or to create digital content platforms in order to post, monitor interactions, delete inappropriate posts, and to curate interest and interactions (SMP2018, page 1, notes 6-7). *In addition, the City of Bastrop Public Information Officer will have administrative access to all digital content platforms for archiving and public record purposes* (SMP2018, page 1, notes 6-7).

Comments, posts, and messages from the public are welcomed and encouraged. However, the library's digital content sites are not intended to be public forums for the general exchange of ideas and viewpoints, but a limited forum for discussion of library-related information. *All interactions must adhere to the Bastrop Public Library's User Responsibility and Conduct Policy* (SMP2018, page 2, notes 8-9). *Bastrop Public Library reserves the right to delete or hide messages and comments that do not adhere to the library policy and/or that are spam* (SMP2018, page 2, notes 8-9). Copies of deleted posts are retained and made available in accordance with City records retention schedules and the Texas Public Information Act.

Bastrop Public Library reserves the right to reproduce comments and posts tagging the library in other public venues (SMP2018, page 3, notes 10-11). *Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained* (SMP2018, page 3, notes 10-11). By posting on the library's digital content sites, users give the library permission to use their name, profile picture, and the content of any posting without compensation to the user or liability on the part of the library.

Exceptions and Accommodations

Exceptions/Accommodations to the Public Information Policy will be at the discretion of the library director or a library supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.

Reevaluation of Public Information Policy

The Bastrop Public Library Public Information Policy is reviewed every three years so that it adequately reflects changes in the library's goals and the community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the director's consideration as part of the amendment process for the policy.

Appendix

- Public Viewing Document form



Public Viewing Document

Title: _____ Permit Number: _____

Contact Information:

Name: _____

Phone Number: _____

Email Address: _____

Company: _____

Retention Information:

Public Viewing Period: _____ Removal Date: _____

Removal Method:

- Shred
- Pick-up
- Other

Notes:

Please note: Documents will be removed after the public viewing period has passed if no update to the public viewing period is provided to the library before this time. Documents failed to be picked up within one month after the public viewing period has ended will be removed.

For Staff Use Only

Received Date: _____ Initials: _____

Posted Date: _____ Initials: _____

Removal Date: _____ Initials: _____

BASTROP PUBLIC LIBRARY BULLETIN BOARD AND FLYER POLICY

A bulletin board is provided by the Bastrop Public Library as a community service to publicize *local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofit organizations, educational opportunities (Educational or instructional opportunities may be posted, regardless of whether they are of a for-profit or nonprofit nature), or other services that are of a nonprofit, non-self-supporting nature* (Note 1).

The library's bulletin boards and display areas are designed and intended to directly aid and supplement the primary activities of the library and the City of Bastrop (Note 2). *All library and/or City activities will take precedence over non-library activities, publications or displays* (Note 3).

Lost pet notices are not posted (Note 4).

Notices from commercial enterprises are not posted (Note 5).

Personal ads, campaign literature, baby-sitting, and garage sales are not posted (Note 6).

The bulletin board is not to be used for advertising for commercial purposes.

Items may be rejected for lack of space.

The date items are received will be date stamped (by the Reference Librarian) and the *items will be removed after two weeks, when they are no longer timely or when space is required for more current items* (Note 7).

Exhibits in the library are seen by anyone who walks into the building—both children and adults who may have various degrees of sophistication. Exhibits must therefore meet what is generally known as “a standard acceptable to the community.”

Members of the public are not permitted to post notices. Only authorized library personnel may post notices on the library bulletin board. Any notice to be considered for posting must be submitted to Library Management for approval.

Notices posted without authorization will be removed (Note 8).

Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space (Note 9).

The library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board (Note 10). *The Library accepts no*

responsibility for loss or damage to any item accepted for posting (Note 11). All posted items are discarded after they are removed.

Failure to comply with these rules may result in denial of future posting privileges.

Revised: 12/19/16

Library Board Approval:

Bastrop City Council Approval:

BASTROP PUBLIC LIBRARY DISPLAY AND FLYER POLICY

Allowing the distribution of flyers and providing a bulletin board to exhibit items of information highlights the library's commitment to community service. By allowing these actions the library provides a forum to publicize local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofit organizations, educational opportunities, and other events or services that are available to the public. The term "display" is used collectively to include handouts, flyers, and Bulletin board exhibit items.

The library's displays are designed and intended to directly aid and supplement the primary activities of the library and the City of Bastrop (Note 1). All library and/or City activities will take precedence over non-library activities, publications or displays (Note 2).

The Library will display information received from federal, state, county and city governments.

The date items are received will be date stamped (by the Reference Librarian) and the items will be removed after two weeks, when they are no longer timely or when space is required for more current items (Note 3). All displayed items are discarded after removal.

Members of the public are not permitted to display material. Only authorized library personnel may display items. Any display to be considered for posting or distributing must be submitted to Library Management for approval.

Displays posted without authorization will be removed and discarded (Note 4).

Displays in the library are seen by anyone who walks into the building—both children and adults who may have various degrees of sophistication. Displays must therefore meet what is generally known as "a standard acceptable to the community."

The library does not necessarily advocate or endorse the viewpoints of organizations permitted to display notices, nor is it responsible for the reliability of information or services displayed (Note 5). The Library accepts no responsibility for loss or damage to any item accepted for display (Note 6).

Items displayed must not be in violation of any federal, state or local laws.

Failure to comply with these rules may result in denial of future displaying privileges.

Materials submitted must fall within these guidelines:

Material Acceptable for Display (but not limited to) (Note 7)

- *Educational courses and programs (for nonprofit and/or for-profit)*
- *Information for cultural events such as concerts, theater, art gallery shows, etc.*
- *Free community information (health, civic, social)*
- *Programs and meetings sponsored by local nonprofit/community organizations and clubs*
- *Notices of fundraising events for nonprofit organizations and other community groups*

Material Not Acceptable for Display (but not limited to) (Note 8)

- *Lost pet notices*
- *Notices from commercial enterprises*
- *Personal ads, campaign literature, baby-sitting, or garage sales*
- *Commercial advertising*
- *Political campaign flyers/posters*
- *Active distribution, in which a person on library property hands out materials, solicits, or petitions patrons is not allowed (unless library related)*
- *Physical dimensions can be restricted if deemed necessary to maximize available space*
- *Items may be rejected for lack of space*

Revised: 12/20/16

Library Board Approval:

Bastrop City Council Approval:

Bastrop Public Library SOCIAL MEDIA POLICY

Introduction

The mission of the Bastrop Public Library is to provide free and unrestricted access to information, educational, cultural, and recreational library materials and services in a clean, comfortable, secure environment for people of all ages. *Because many patrons and other community members are on the internet and various social media platforms, the library needs to meet patrons where they are at in sharing informational, educational, cultural, and recreational resources* (Note 1). However, because there are many and various social media platforms and there is a limited number of employees, *the library is committed to providing positive and quality social media interactions across a few platforms rather than average or even subpar quality interactions across all of the social media platforms* (Note 2).

Social media encompasses “forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos)” (Merriam-Webster, 2017). As of August 2018, the main social media platforms that Bastrop Public Library actively participates in include Facebook, Twitter, Instagram, Instagram for teens, and the Bastrop Public Library Teens Weebly site.

The purpose of participating in the different social media platforms is (Note 3)

- *To promote library programs and events* (Note 4)
 - *Secondarily, other community or local library events and programs may be promoted (i.e. Texas Book Festival or Bastrop Lighted Christmas Parade)*
- *To share volunteer and community involvement opportunities*
- *To assist in reference questions and information literacy*
- *To share the story of Bastrop Public Library and its readers and patrons*
- *To promote reading and good literacy practices*
- *To provide quality articles that may be of interest to the audience (i.e. parenting or recycling)*
- *To spread cultural awareness (i.e. Chinese New Year or Dia de los Muertos)*
- *To educate on nonpartisan, political literacy (i.e. information on where early voting is held in Bastrop County or how to promote libraries)*
- *To foster an online community hub in lieu of being able to meet in person at the library* (Note 5)

A Decentralized Approach

The Library Director and their designee may appoint any library employee to have access to and/or to create social media platforms in order to post, monitor interactions, delete inappropriate posts, and to curate interest and interactions (Note 6). *In addition, the City of Bastrop IT Director will have administrative access to all social media platforms for archiving and public recording purposes* (Note 7).

Employees are encouraged to interact with audience members and to create posts that are (Note 8):

- *Honest and transparent*
- *Within one's area of expertise*
- *Inclusive of useful information*
- *Professional and do not encourage or participate in confrontation*
- *Accurate*
- *Corrected when errors are made*
- *Responsive to citizens' concerns*

Employees are prohibited from posting the following to any social media platform:

- Information about actual or potential claims and litigation involving the government
- The intellectual property of others, without written permission
- Photographs of employees or members of the public who have verbally or in writing expressed their preference for their image(s) to remain off the web
- Defamatory material
- Any personal, sensitive, or confidential information about anyone
- Obscene, pornographic, or other offensive/illegal materials or links
- Racist, sexist, or other disparaging language about a group of people
- Sexual comments about, or directed, to anyone
- Religious affiliations and/or religious promotions
- Political campaign materials or comments
- Threatening or harassing comments
- Other information that is not public in nature

Interactions on Platforms

Comments, posts, and messages from audience members are welcomed and encouraged. While Bastrop Public Library recognizes and respects differences in opinion, all interactions with patrons and community members will be regularly monitored and reviewed for content and relevancy (before publishing when possible). All postings that contain any of the following will be removed and the poster will be barred from sharing any subsequent messages on any and all Bastrop Public Library social media platforms (Note 9):

- *Obscene or racist content*
- *Personal attacks, insults, or threatening language*
- *Potentially libelous statements*
- *Plagiarized or copy-written material*
- *Private, personal information published without consent*
- *Comments totally unrelated to the content of the platform and/or original post*
- *Hyperlinks to material that is not directly related to the discussion*
- *Commercial promotions or spam*
- *Organized political activity*
- *Photos or other images that fall in any of the above categories*

Additionally, Bastrop Public Library reserves the right to edit or modify any posts or comments for space or content while retaining the intent of the original post (Note 10).

Bastrop Public Library shall also be granted the right to reproduce comments, posts, and messages in other public venues (Note 11). For example, a response to a Facebook book review may be quoted on a book recommendations flyer that is printed and posted in the library. Identifying information, other than first name, will be removed unless approval is granted by the user.

Evolution of Social Media

Because social media evolves quickly, it is good practice for the employee(s) who runs a social media platform to evaluate whether or not the social media platform is a good use of time and energy. Posting guidelines need to be revised to meet the constantly changing environment.

Due to the dynamic nature of social media and the fact that different platforms attract certain audiences over others (i.e. SnapChat is used more by teens than by middle-aged parents), each social media platform will have its own target audience(s), goals, and posting schedule identified. These will not be a part of the official policy to make it easier to adapt them as platform administrators change and as audience whims and interests ebb and flow.

Bibliography

- Chillicothe & Ross County Public Library. (2013, May). CRCPL social media initiative: Administrative procedures and guidelines [posted to Libraries & Social Media Facebook group].
- Merriam-Webster. (2017). Social media [online dictionary]. Retrieved from <https://www.merriam-webster.com/dictionary/social%20media>
- National League of Cities. (n.d.) Building local government social media policies [handout from Social Media Round Table led by City of Bastrop on November 3, 2017].
- Whitman Public Library. (2009, January 13). Whitman Public Library social networking policy [PDF]. Retrieved from <http://aklaconference2011.pbworks.com/f/whitmanPL-socialmedia.pdf>



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Conduct a public hearing, consider, and act on the first reading of Ordinance No. 2025-28, amending the Master Fee Schedule for tree mitigation fees and amending the Code of Ordinances Chapter 1 "General Provisions", adding Section 1.13.05 "Trees on Private Property"; amending the Bastrop Building Block (B3) Code, Section 6.3.004 "Protected & Heritage Trees, adding subsection (j) Administrative Decision; establishing fees and the penalty for violation, and move to include on the March 25, 2025 Consent Agenda for the second reading.

AGENDA ITEM SUBMITTED BY:

Submitted by: James E. Cowey, Director of Development Services

BACKGROUND/HISTORY:

Trees are an integral part of the Bastrop culture. Bastrop is also a Tree City. Staff introduced amendments that would increase tree protections within the City of Bastrop.

Planning Commission heard the proposed tree mitigation at several meetings. In accordance with the Local Government Code 212.905, the Planning and Zoning Commission proposed the following at the February 24, 2025 meeting:

Mitigation Fee

1. Create a tree mitigation FEE of \$400 per one (1) caliper inch for individuals following the requirements and process; up from \$150 per caliper inch, and higher than the Park Board Recommendation of \$250 per caliper inch
2. Double the caliper inch mitigation fee for those who commence work without a permit.
3. Create an administrative process for relief for homeowners who are attempting to comply with the ordinance.

Penalty

4. Establish a penalty for any individual who commences work and does not comply with mitigation requirements. The penalty is a misdemeanor for each offense. Penalty is established by the local government code, \$500 minimum, \$2,000 maximum per tree. The municipal court judge has judicial discretion on the amount of fine actually assessed.
5. Removal of each protected tree shall be considered a separate incident subject to the above penalty.

Mitigation fees will not be assessed according to 212.905(2)(b) if:

(1) is located on a property that is an existing one-family or two-family dwelling that is the person's residence; and

(2) is less than 10 inches in diameter at the point on the trunk 4.5 feet above the ground.

Additionally, as proposed, the Planning and Zoning Commission requested administrative relief for residents.

Chapter 6 of the B3 Code is also proposed to be amended by:

Administrative Decision:

The City Manager, upon written report by a certified arborist (City or Other) who states the tree is diseased or dead, poses an imminent or immediate threat to persons or property, or determined unsavable shall have the ability to waive the mitigation fee.

Example Fees:

Developer A files a tree survey and receives permission to remove 10 trees of 12 inches each in diameter. Total 120 inches in diameter.

Mitigation fee is \$400 per 1 caliper inch x 120 inches = \$48,000 paid.

Developer B removes 10 trees of 12 inches each in diameter WITHOUT permission. 120 caliper inches have been removed.

Fee (Listed as #1 above) of \$400 per 1 caliper inch is now \$800 per 1 caliper inch. \$800 x 120 = \$96,000

Example Penalty:

Trees Penalty (Minimum \$500 X 10 = \$5,000) (Maximum \$2,000 x 10 = \$20,000)

It is important to note that penalties are applied by the municipal court judge who has judicial discretion to lower the penalty assigned by City Staff to the minimum allowed by law. Thus under this scenario, the Penalty portion may range from \$5,000 to \$20,000 making the possible overall cost to Developer B range from \$101,000 to \$116,000.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve as submitted and move to include on the March 25, 2025 Council agenda. .

ATTACHMENTS:

- 1) Proposed text amendment
- 2) Ordinance

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, BASTROP CODE OF ORDINANCES BY AMENDING CHAPTER 1 - GENERAL PROVISIONS, BY ENACTING ARTICLE 1.13.05 TITLED “TREES ON PRIVATE PROPERTY”, SECTIONS 1.13.05.01 – 1.13.05.05; AS ATTACHED IN EXHIBIT A; AND BY AMENDING CHAPTER 14, BASTROP BUILDING BLOCK (B3) CODE, SECTION 6.3.004 “PROTECTED & HERITAGE TREES” ADDING SUBSECTION (J) ADMINISTRATIVE DECISION; AS ATTACHED IN EXHIBIT B; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, the City of Bastrop, Texas (the “City”) is a home rule municipality located in Bastrop County, Texas acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, trees and the construction of buildings; and

WHEREAS, these amendments are to add clarity and amend the Tree Mitigation Fees within the City Limits and establish a penalty for violation of the Tree Mitigation requirements; and

WHEREAS, the Planning and Zoning Commission held a public hearing on February 17, 2025, and February 24, 2025, and recommended approval of the Tree Mitigation fees and penalty on February 24, 2025; and

WHEREAS, the City Council finds that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

WHEREAS, notice of the public hearing to consider the amendments to the Code of Ordinances was published on January 29, 2025, and the City held a public hearing and conducted the first reading for the City Council on March 11, 2025; and

WHEREAS, the City finds these certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting

of the City Council of the City of Bastrop held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting.

Item 10C.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

- Section 1. Findings of Fact.** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.
- Section 2. Amendment To The Bastrop Code of Ordinances, Chapter 1 and Chapter 14, Bastrop Building Block (B3) Code, Section 6.** Chapter 1 – General Provisions is hereby amended and shall read in accordance with Exhibit “A,” and Chapter 14, Bastrop Building Block (B3) Code, Section 6 is hereby amended and shall read in accordance with Exhibit B which is attached hereto and incorporated into this Ordinance for all intents and purposes.
- Section 3. Severability.** If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.
- Section 4. Codification.** The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.
- Section 5. Repeal.** This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.
- Section 6. Effective Date.** This Ordinance shall take effect after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.
- Section 7. Proper Notice and Meeting.** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading on this the 11th day of March 2025.

READ & ADOPTED on Second Reading on this the 25th day of March 2025.

Signature page to follow

APPROVED:

by: _____
John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

ARTICLE 1.13.05 TREES ON PRIVATE PROPERTY

Sec. 1.13.05.01 Created and established.

There is hereby created and established a private tree care article to provide the city with legal authority over the care of all trees, plants and shrubs located within privately owned property, which will aid in the establishment of a tree preservation program and will enhance the public health and beauty of the city.

Sec. 1.13.05.02 Authority.

The City Manager shall have oversight authority and responsibility for the implementation of this article.

Sec. 1.13.05.03 Establish a Process for Mitigation.

- (a) The City Manager, in conjunction with the Parks and Recreation Director, shall create a process and procedure for mitigating the removal of trees on private property by creating a permit process for tree removal.
- (b) Upon inspection by the City Arborist, or a designated third party arborist, persons seeking to remove a tree on the protected tree list, that is over 10" in caliper measured five (5) feet from the ground, shall be required to obtain a mitigation permit that is assessed a \$400 per caliper inch.
- (c) This fee shall not be assessed to residents if: (1) is located on a property that is an existing one-family or two-family dwelling that is the person's residence; and (2) is less than 10 inches in diameter at the point on the trunk 4.5 feet above the ground.
- (d) Replacement trees shall be from the approved tree list and shall be the same number of caliper inches removed from the site.
- (e) Failure to replace caliper per caliper will result in less mitigation fee credits.
- (f) If the City Arborist, or 3rd party Arborist, establishes that the tree must be removed for health, safety, protection from damage to surrounding property or structures, or other public safety reason, the City Manager shall have the authority to assess no mitigation fees; however, replacement trees in equal caliper inches must be replanted on the site.
- (g) Individuals commending tree removal without a permit, shall be assessed double the mitigation fee, and must meet the requirements to replace trees on a caliper per caliper inch basis.

Sec. 1.13.05.04 Penalty for Non-Compliance

- (a) Any individual who removes trees without a permit, or does not comply with the mitigation requirements of 1.13.05.03 shall be subject to a \$500 to \$2000 fine, per tree, per offense and shall be charged with a misdemeanor offense.

Sec. 1.13.05.05 Administrative Relief

- (a) An individual may request relief to any part of this section to the City Manager.
- (b) If the appeal is denied, the individual may appeal to the Tree Advisory Board. The decision of the board shall be final.

(1) For every healthy protected tree ten (10) inches caliper or larger located outside of the flood plain that is preserved, the developer shall be given credit, according to the following chart. When interior parking lot landscaping is also required, only those trees preserved in the parking area shall be considered for credit for the parking area, according to the following:

- (A) Trees ten (10) inches to twenty-four (24) inches caliper: one and one-half (1½") inches credit for each one (1) inch preserved.
- (B) Trees over twenty-four (24) inches caliper: Two (2) inches credit for each one (1) inch preserved.
- (C) Healthy unprotected trees, over twelve (12) inches in size, located outside the flood plain, may be considered for tree credits only when individually field inspected and approved by a designated representative of the City of Bastrop.

(h) Replacement of Trees:

(1) In the event it is necessary to remove a tree ten (10) inches caliper or larger, the developer, builder or property owner shall be required to replace the tree to be removed with comparable or better trees somewhere within the planned development or subdivision. The City Council may allow such trees to be located to other areas in the City if it is deemed necessary by City staff, and space is available. Otherwise, the developer,

builder or property owner shall, at the City's option, escrow funds sufficient to meet the requirements of this Ordinance.

(2) Trees planted to satisfy landscape requirements that are indicated herein, and successfully transplanted trees, shall count toward the tree replacement requirements, inch for inch. Transplanted trees must successfully survive. If an ISA certified arborist deems replacement tree as dead or dying, *it must be replaced by another replacement tree in compliance with this code i n* perpetuity.

(i) Exempt Trees:

- (1) Any protected or heritage trees determined to be diseased, overly-mature, dying or dead, by an ISA certified arborist are exempted from the Standards of this Code.
- (2) All invasive species identified by an ISA certified arborist will receive invasive species credits, ½ credit for every inch of invasive tree being removed.

(j) Administrative Decision:

(1) The City Manager, upon written report by a certified arborist (City or Other) who states the tree is diseased or dead, poses an imminent or immediate threat to persons or property, or determined unsavable shall have the ability to waive the mitigation fee.



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Ordinance No 2025- 30 amending the FY 2024-25 budget by reducing the Hotel Occupancy Tax (HOT) Reserve amount by \$350,000 and increasing the Hotel Occupancy Tax (HOT) Fund operating expenses by \$350,000.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

On March 3, 2025, the City Council voted to approve two expenses directly related to the HOT fund. The first was the purchase of the property located at 1311 Walnut Street for \$150,000 plus closing expenses. The second was the engagement of Focused Advocacy for the advancement of a Qualified Hotel and Convention Center project and associated legislation for \$200,000; \$100,000 of which is due this fiscal year. Finally, there is an additional request for \$50,000 for specialized qualified HOT events that are exclusive of the \$75,000 amount granted to Visit Bastrop.

The required reserve limit is 50% of the operating expenses of the fund, which in this fiscal amount is \$2,020,058.

The HOT fund has approximately \$2,989,957 in reserve with \$969,898 of that being above the required reserve limit.

There are a number of hotels expected to come online in 2025 and 2026, that will assist in replenishment of the HOT fund over the next several years.

Given the many facets of growth the City is experiencing and it's desire to attempt a Convention Center/Hotel project, we will need to review our annual allocations each year.

FISCAL IMPACT:

\$350,000 from HOT Fund Reserve into the HOT fund operating account. .

RECOMMENDATION:

Approve as submitted.

ATTACHMENTS:

1. Ordinance 2025-30
2. Balance Sheets

ORDINANCE NO. 2025-30

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2025 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN, AS ATTACHED IN EXHIBIT A; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND ESTABLISHING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bastrop, Texas has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2025; and

WHEREAS, the Mayor and City Council have now provided for and conducted a public hearing on the budget as provided by law.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS THAT:

Section 1: That the proposed budget amendment(s) for the Fiscal Year 2025, as submitted to the City Council by the City Manager and which budget amendment(s) are attached hereto as Exhibit A, are hereby adopted, and approved as the amended budget of said City for Fiscal Year 2025.

Section 2: If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

Section 3: This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ and APPROVED on First Reading on the 11th day of March 2025.

READ and ADOPTED on Second Reading on the 25th day of March 2025.

Signature page to follow

APPROVED:

John Kirkland, Mayor Pro-Tem

ATTEST:

Victoria Psencik, Assistant City Secretary

APPROVED AS TO FORM:

City Attorney



City of Bastrop, TX

Item 10D.
Balance Sheet
Account Summary
 As Of 02/28/2025

Account	Name	Balance
Fund: 501 - HOTEL/MOTEL TAX FUND		
Assets		
501-1000	CLAIM ON CASH-HOTEL/MOTEL TAX	3,117,369.00
501-1006	PETTY CASH-CONV CTR	200.00
501-1008	PETTY CASH - CONV CTR	0.00
501-1025	RETURNED CHECKS	0.00
501-1225	ACCOUNTS RECEIVABLE	313,462.52
501-1499	ACCUMULATED DEPRECIATION	0.00
501-1587	PREPAID EXPENSES	2,500.00
	Total Assets:	<u>3,433,531.52</u>
		<u>3,433,531.52</u>
Liability		
501-2000	ACCOUNTS PAYABLE	106,968.89
501-2001	ACCOUNTS PAYABLE - REGULAR	0.00
501-2020	WAGES PAYABLE	4,944.05
501-2024	SALES TAX PAYABLE	118.89
501-2025	PAYROLL TAX PAYABLE	378.22
501-2027	RETIREMENT PAYABLE	567.09
501-2028	OPTIONAL INSURANCE PAYABLE	91.32
501-2029	INSURANCE PAYABLE	-32.15
501-2034	SCT 125 FLEX PLAN PAYBLE HOT	0.00
501-2230	CONV CNT EVENT DEPOSITS	49,523.38
501-2231	SPECIAL EVENT DEPOSIT	450.00
501-2357	DUE TO OTHER FUNDS	0.00
501-2377	DEFERRED INFLOW-CC RENTAL	0.00
501-2405	ENCUMBRANCE ACCOUNT	-140,185.29
501-2406	RESERVE FOR ENCUMBRANCE	140,185.29
501-2407	PRIOR YR ENCUMBRANCE ACCT	0.00
501-2408	PR YR RESERV FOR ENCUMBRANCE	0.00
	Total Liability:	<u>163,009.69</u>
Equity		
501-3000	RESTRICTED FUND BALANCE	2,989,957.25
501-3005	RESTRICTED FB-LT PROJ BAIPP	0.00
501-3020	COMMITTED FUND BALANCE	916,307.25
	Total Beginning Equity:	<u>3,906,264.50</u>
Total Revenue		1,644,762.19
Total Expense		2,280,504.86
Revenues Over/Under Expenses		<u>-635,742.67</u>
	Total Equity and Current Surplus (Deficit):	<u>3,270,521.83</u>
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>3,433,531.52</u>

Expenditures by Function

Name	FY2023 Budgeted	FY2023 Projected	FY2024 Budgeted	FY2025 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)	
Expenditures						
Hotel Tax Fund						
Organizational Funding						
Organizational Funding						
Contractual Services	\$2,391,975	\$2,876,700	\$2,442,574	\$2,136,340	2,486,340	2.1%
Capital Outlay	\$25,000	\$25,000	\$0	\$0		-100%
Transfers Out	\$523,000	\$523,000	\$518,000	\$517,600		-1%
Total Organizational Funding:	\$2,939,975	\$3,424,700	\$2,960,574	\$2,653,940	3,003,940	0.7%
Total Organizational Funding:	\$2,939,975	\$3,424,700	\$2,960,574	\$2,653,940	3,003,940	0.7%
Hospitality & Downtown						
Convention Center						
Personnel Costs	\$0		\$288,122	\$464,377		N/A
Supplies & Materials	\$42,300	\$41,700	\$42,300	\$42,800		0%
Maintenance & Repairs	\$46,450	\$46,450	\$46,450	\$49,500		0%
Occupancy	\$47,100	\$47,100	\$47,100	\$47,100		0%
Contractual Services	\$400,472	\$407,972	\$261,083	\$268,036		-34.8%
Other Charges	\$26,000	\$22,500	\$22,500	\$24,500		-13.5%
Total Convention Center:	\$562,322	\$565,722	\$707,555	\$896,313		25.8%
Main Street						
Personnel Costs	\$0		\$160,464	\$122,278		N/A
Supplies & Materials	\$20,900	\$10,300	\$11,900	\$11,900		-43.1%
Occupancy	\$900	\$900	\$900	\$900		0%
Contractual Services	\$161,020	\$147,520	\$210,587	\$31,480		30.8%
Other Charges	\$122,510	\$73,010	\$114,510	\$146,010		-6.5%
Contingency	\$33,500	\$33,500	\$33,500	\$28,500		0%
Total Main Street:	\$338,830	\$265,230	\$531,861	\$341,068		57%
Total Hospitality & Downtown:	\$901,152	\$830,952	\$1,239,416	\$1,237,381		37.5%
Cultural Arts Commission						
Cultural Arts Commission						
Supplies & Materials	\$2,000		\$2,000	\$2,000		0%
Maintenance & Repairs	\$5,000	\$5,730	\$5,000	\$5,000		0%
Contractual Services	\$47,500	\$42,500	\$47,500	\$47,500		0%
Other Charges	\$1,000	\$1,000	\$1,000	\$1,000		0%
Total Cultural Arts Commission:	\$55,500	\$49,230	\$55,500	\$55,500		0%
Total Cultural Arts Commission:	\$55,500	\$49,230	\$55,500	\$55,500		0%



STAFF REPORT

MEETING DATE: March 11, 2025

TITLE:

Consider and act on Resolution No 2025-64 creating a \$2,500 spending limit for Council Travel and Training.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The goal of this item is to establish standard travel criteria for Council. After lengthy discussion at the January meeting, it was determined that identifying specific training opportunities in a one sized fits all approach may not serve the best needs of the Council.

Staff reviewed 5 years of data and determined that many items are lumped into the travel and training line item to include the purchase of tables held by the various non-profit events.

To clarify the budget and uncomplicate the process, staff is proposing the following:

\$2,500 allocated to each Council Member. This is the same pot that travel and any request to attend a banquet, etc also be funded.

For example, if a Council Member would like to attend the Chamber of Commerce banquet, the cost of the ticket would be deducted from this amount for the Council Member. Additionally, if the Council Member would like to attend a Texas Municipal League sanctioned event, this would also be deducted from the total amount.

Additionally, isolating items such as the TML December meal will, in the future, be charged against the City Manager's budget.

FISCAL IMPACT:

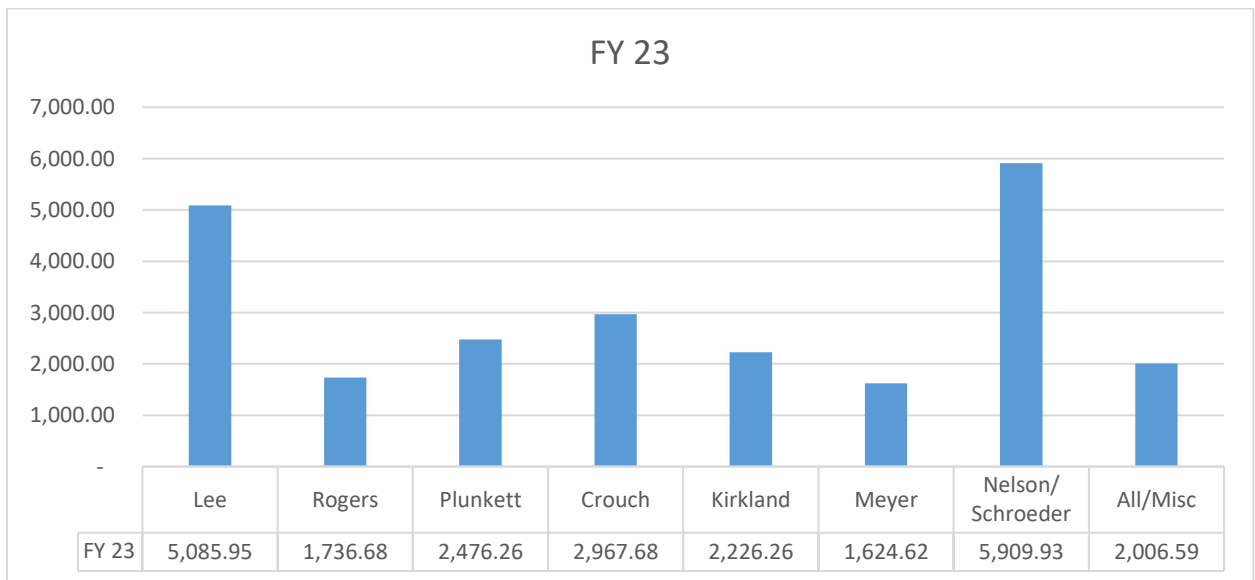
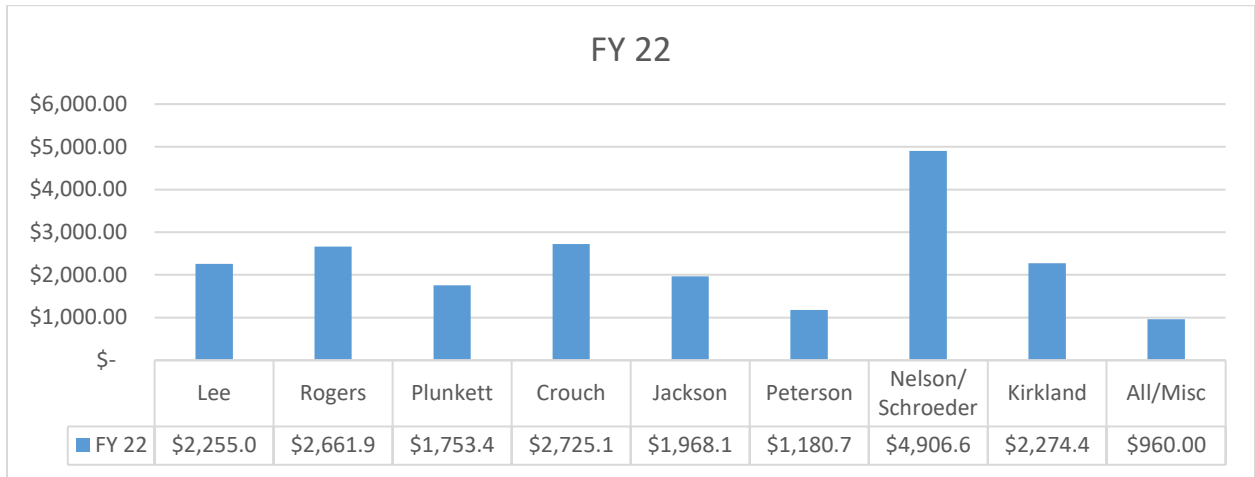
None

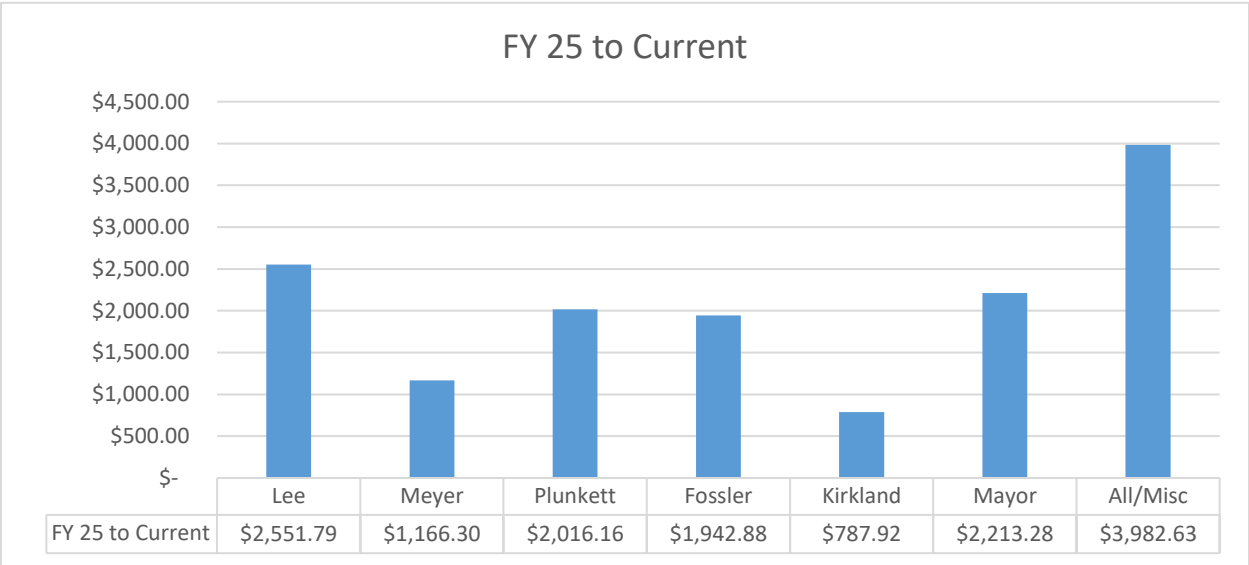
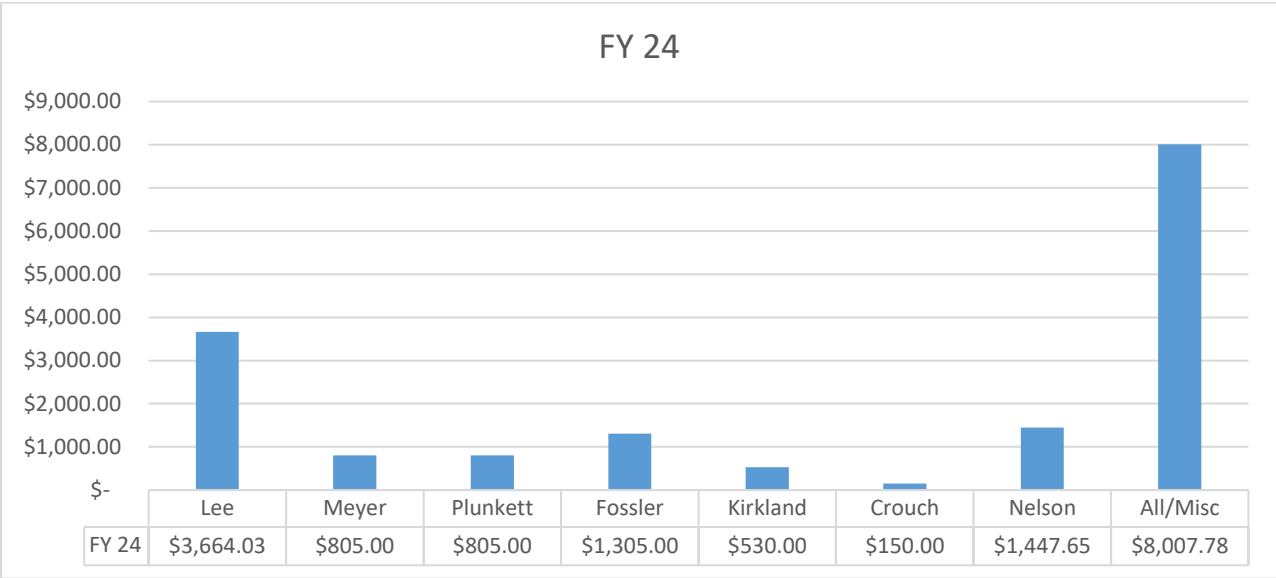
RECOMMENDATION:

Approve as submitted.

ATTACHMENTS:

1. Resolution
2. 5 year travel detail by Councilmember







Council Travel and Training Summary
FY2022

	Lee	Rogers	Plunkett	Crouch	Jackson	Peterson	Nelson/ Schroeder	Kirkland	All/Misc
Per Diem/Mileage Reimb	\$ 415.16	\$ 221.63	\$ 197.50		\$ 521.56		\$ 1,420.56	\$ 233.70	
TML ECO DEV CONF		\$ 265.00		\$ 265.00			\$ 270.00		
TML CONF HOTEL HOUSTON		\$ 845.91		\$ 897.87	\$ 1,053.75	\$ 1,160.73	\$ 1,691.82		
Chambers Luncheon			\$ 80.00	\$ 60.00	\$ 40.00	\$ 20.00	\$ 180.00	\$ 40.00	\$ 50.00
TML Elected Off Conf		\$ 235.00					\$ 235.00		\$ 235.00
TML Conf Hotel		\$ 352.82			\$ 352.82		\$ 352.82		
Webinar Training			\$ 360.00						
Prayer Luncheon									\$ 500.00
TML Small Town Conf		\$ 450.00		\$ 450.00				\$ 450.00	
TML Budget Training				\$ 190.00					
TML Webinar							\$ 60.00		
Hotel for Small Town Conf	\$ 268.94	\$ 291.54		\$ 268.94			\$ 291.54	\$ 268.94	
TML Board Mtg Hotel Stay							\$ 304.91		
TML Regional Meeting									\$ 175.00
TML Training	\$ 355.00								
TML Conf Registration	\$ 593.33		\$ 593.34	\$ 593.33				\$ 445.00	
TME Newly Elected Off Training								\$ 390.00	
TME Newly Elected Off Hotel	\$ 522.60		\$ 522.60					\$ 446.82	
Social Media Webinar Training	\$ 100.00						\$ 100.00		
Total	\$ 2,255.03	\$ 2,661.90	\$ 1,753.44	\$ 2,725.14	\$ 1,968.13	\$ 1,180.73	\$ 4,906.65	\$ 2,274.46	\$ 960.00



Council Travel and Training Summary
FY2025

	Lee	Meyer	Plunkett	Fossler	Kirkland	Mayor	All/Misc
Per Diem/Mileage Reimb TML	\$ 613.60	\$ 172.50	\$ 1,105.74	\$ 421.06	\$ 172.50	\$ 421.06	
Per Diem/Mileage Reimb various meetings						\$ 162.14	
TML Economic Dev Conf Registration	\$ 295.00	\$ 295.00	\$ 295.00	\$ 295.00		\$ 295.00	
Hotel TML D Jackson (board member)							\$ 1,053.03
Workshop Registration	\$ 195.00						
Hotel - Houston	\$ 923.13	\$ 698.80	\$ 615.42	\$ 1,226.82	\$ 615.42	\$ 1,335.08	
Per Diem/Mileage Reimb	\$ 211.86						
TABCC	\$ 142.98						
Hotel for TML Workshop	\$ 170.22						
Schlotskys Council Meeting Box Lunch							\$ 179.85
CASA Casino Night							\$ 615.00
Family Crisis Center Gala							\$ 850.00
Chambers Banquet							\$ 1,135.00
Box lunch for ribbon cutting & ground break							\$ 149.75
Total	\$ 2,551.79	\$ 1,166.30	\$ 2,016.16	\$ 1,942.88	\$ 787.92	\$ 2,213.28	\$ 3,982.63



Council Travel and Training Summary
FY2024

	Lee	Meyer	Plunkett	Fossler	Kirkland	Crouch	Nelson	All/Misc
Per Diem/Mileage Reimb	\$ 739.71						\$ 83.65	
Training	\$ 40.00							
TML	\$ 194.84							
TML Conference Lunch								\$ 1,305.14
TML Region 10 Caterer								\$ 1,539.86
Family Crisis Center Gala - 2 tables								\$ 1,360.00
Bastrop Chamber Annual Banquet								\$ 1,100.00
TML Mid Year Conf	\$ 275.00						\$ 275.00	
Chamber Luncheons					\$ 20.00		\$ 20.00	\$ 150.00
Webinar Training	\$ 28.84						\$ 125.00	\$ 95.00
Sportsman's Banquet Table								\$ 1,500.00
TML Webinar	\$ 320.00			\$ 90.00				
THC Awards Banquet	\$ 150.00							
Conference Registration	\$ 235.00					\$ 150.00		
Hotel for TML Conference	\$ 421.70						\$ 139.00	
TML Small Town Conf Registration				\$ 225.00				
Hotel TML Small Town Conf	\$ 268.94							
Dinner after speaker Andrea Roberts								\$ 777.00
Land Use workshop	\$ 185.00			\$ 185.00				
TML yearly Con Registration	\$ 510.00	\$ 510.00	\$ 510.00	\$ 510.00	\$ 510.00		\$ 510.00	
TML Region Meeting Registration								\$ 180.78
TML Economic Dev Conf Registration	\$ 295.00	\$ 295.00	\$ 295.00	\$ 295.00			\$ 295.00	
Total	\$ 3,664.03	\$ 805.00	\$ 805.00	\$ 1,305.00	\$ 530.00	\$ 150.00	\$ 1,447.65	\$ 8,007.78



Council Travel and Training Summary
FY2023

	Lee	Rogers	Plunkett	Crouch	Kirkland	Meyer	Nelson/ Schroeder	All/Misc
Per Diem/Mileage Reimb	\$ 328.85	\$ 85.00		\$ 127.50			\$ 942.08	
TML Conference Hotel Room	\$ 776.64	\$ 776.64	\$ 776.64	\$ 880.56	\$ 776.64		\$ 902.28	
Webinar Registration							\$ 65.00	
Economic Development Conference			\$ 270.00					
Real Places of 2023							\$ 150.00	
TML Webinar	\$ 680.00						\$ 180.00	
Chamber Luncheon					\$ 20.00		\$ 120.00	\$ 60.00
TML Preconf Registration		\$ 75.00					\$ 75.00	
Chamber Banquet Table								\$ 1,000.00
TML Conference		\$ 235.00					\$ 235.00	
Webinar Registration	\$ 200.00							
Mid Yr Conf Hotel	\$ 565.04	\$ 565.04					\$ 565.04	
TML Mid Yr conf Registrartion	\$ 310.00							
TML Legis Wrap Up Registration							\$ 195.00	
TML Small Town Conf	\$ 235.00			\$ 235.00			\$ 235.00	
TML Mid Yr Conf Hotel	\$ 95.26						\$ 95.26	
TML Conf						\$ 195.00		
TML Hotel Stay							\$ 203.68	
TML Training - Nelson							\$ 195.00	
TML Hotel Stay	\$ 94.00							
TML Conference Registration	\$ 510.00		\$ 510.00	\$ 510.00	\$ 510.00	\$ 510.00	\$ 510.00	
Sub Committee Membership	\$ 65.00							
TML Economic Dev Conf				\$ 295.00			\$ 295.00	
TML Conf Hotel	\$ 1,226.16		\$ 919.62	\$ 919.62	\$ 919.62	\$ 919.62	\$ 946.59	\$ 946.59
Total	5,085.95	1,736.68	2,476.26	2,967.68	2,226.26	1,624.62	5,909.93	2,006.59

RESOLUTION NO. R-2025-64

A RESOLUTION OF THE CITY OF BASTROP, TEXAS, AUTHORIZING THE CITY MANAGER TO CREATE A SPENDING LIMIT OF \$2,500 PER COUNCIL MEMBER FOR TRAINING AND TRAVEL; AUTHORIZING EXECUTION OF ALL NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas (“City”) is a Home-Rule City acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and

WHEREAS, the City Council understands the importance of spending tax dollars efficiently and prudently; and

WHEREAS, Council understands the need for an educated council and must balance the needs of those costs; and

WHEREAS, a reasonable spending limit of \$2,500 per councilmember accomplishes that goal; and

WHEREAS, the City Council finds that it is necessary and proper to enact this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Section 2. The City Council authorizes the City Manager to create a process to track spending for each councilmember for travel and training in the amount of \$2,500, and work with each councilmember to effectively plan such travel and training.

Section 3. Should any portion or part of this Resolution be held for any reason invalid or unenforceable by a court of competent jurisdiction, the same shall not be construed to affect any other valid portion hereof, but all valid portions hereof shall remain in full force and effect.

Section 4. This Resolution shall be in full force and effect from and after its passage.

Section 5. The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, Texas, on this, the 25th day of February, 2025.

THE CITY OF BASTROP, TEXAS:

John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney